



## **Hamilton Waterfront Trust**

*Connecting You to the Water's Edge*

### **BOARD OF TRUSTEES MINUTES**

4:30 P.M.

Tuesday, January 10, 2017

HWT Boardroom, 47 Discovery Drive, Hamilton

**Present:** B. Charters, T. Jackson, J. Farr, S. Shaw

**Staff Present:** W. Plessl, A. Pulcins, M. Cuthbert

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1. **Call to Order**

B. Charters called the meeting to order at 5:00 pm.

2. **Declarations Re: Disclosure of Interest**

None

3. **Delegations**

None

4. **Minutes of Previous Meeting (December 13, 2016)**

HWT0993 (S. Shaw / J. Farr)

That the Minutes of the December 13, 2016 Board meeting be received.

**CARRIED**

5. **Business Arising from the Minutes**

a) **Declaration regarding Employee Deduction Remittances**

HWT0994 (J. Farr / T. Jackson)

That the Declaration for Employee Deduction Remittances be received.

**CARRIED**

b) **Hamilton Waterfront Trust Reorganization**

The Hamilton Waterfront Trust is now comprised of Administration, Operations (Seasonal Business Units) and Development. HWT Inc. will be comprised of Williams Fresh Cafe and the HWT Centre. There will be separate board meetings for both organizations and budgets. W. Plessl will provide an organizational chart for the Board.

**6. Outstanding Items**

**a) 2017 HWT Operating Budget**

W. Plessl is working on the 2017 Operating Budgets. He is waiting for feedback from BDO for guidance and direction regarding correspondence and discussions with CRA.

**7. New Business**

**a) Review of monthly Business Unit Operations (December)**

The Board was in receipt of the Business Unit Operations Financial Report for the month of December 2016.

- Williams Fresh Cafe shows an increase of 5.6% from last year.
- Waterfront Grill sales are lower than previous year.
- Rental Concession sales are higher this year due to optimal ice making weather (December) compared to 2015.
- HWT Centre - the board requested that a monthly notice be sent to SARCOA advising of their arrears to date.

**HWT0995 (J. Farr / T. Jackson)**

**That the Financial Report for December 2016 be received.**

**CARRIED**

**b) Waterfront Development - City of Hamilton**

W. Plessl advised that he continues to meet with City staff every 2 weeks.

Dillon Consulting is finishing up the various environmental studies and investigations on the waterfront area. These include:

- Additional monitoring at Brewers completed in December 2016.
- Additional boreholes, testing, monitoring to complete data gap analysis.
- Update Environmental Assessment Phase 2 based on comments received from MOE.
- Submit Environmental Assessment Phase 2 report for Pier 6 & 7.
- LNAPL Recovery under Shed 6, Pier 8.
- File Risk Assessment Pre-submission form for Piers 6 to 8.
- Soil vapor monitoring on Piers 7 & 8.
- Risk Assessment (2 submissions).
- MOE Brownfields review for RSC filing.
- Review & Finalize CPU.
- Record of Site Condition Filing.

Bayfront Park Beach - AECOM study nearing completion with draft report with recommendations expected in the next few weeks.

Pumping Station - The functional design is complete with detailed design underway. The construction phase of the pumping station and forcemain will start in the late spring/summer.

By the end of the year the 4 empty warehouses on Pier 8 should be removed.

W. Plessl noted that parking will be affected next year. The current design shows parking in the middle of Pier 8. Comments on parking can be made to the Planning Committee February 14<sup>th</sup>.

**8. Quotes/tenders**  
None.

*The meeting went in-camera for discussions on legal / contractual matters (T. Jackson / J. Farr)*

**9. Confidential Items – In-Camera for Legal / Contractual Matters – SARCOA**

- a) **SARCOA – Legal.** Discussions took place in-camera. Edward John from the City to be invited to the next HWT Board meeting to make a presentation reviewing the plans for Pier 8.
- b) **HWT - restructuring** – discussions took place in-camera.

**HWT0996 (T. Jackson / J. Farr)**

**Whereas the HWT has been in operation since November 2000 with a mandate to facilitate developments on the Hamilton waterfront with the original \$ 6.3 million.**

**And Whereas the HWT has completed this mandate by completing over 30 different projects through the expenditures of over \$ 22 million. Most of the projects were capital works (ie Hamilton Beach Trail, Hamilton Waterfront Trail Extension - Piers 5 to 8) which the City of Hamilton now owns and has taken over operation of these works. A number of the projects are ongoing operations which the HWT manages such as the Hamiltonian, the outdoor summer and winter ice rink, Waterfront Scoops, Williams Fresh Cafe, Waterfront Trolley, etc.**

**Therefore, Be it Resolved:**

- a) **That the HWT has restructured to form two organizations, the original Hamilton Waterfront Trust which will continue as a not-for-profit and a new organization, HWT Inc., which will operate and manage specific components of the former operations such as Williams Fresh Cafe.**
- b) **That, in addition, the HWT has agreed to manage the redevelopment of Piers 5 to 7 on Hamilton's waterfront in accordance with the approved Hamilton West Harbour Waterfront Recreation Master Plan.**
- c) **That under this new restructuring the HWT sees an opportunity to restructure the HWT Board in alignment with the organizations restructuring and direction in the next 5 years.**
- d) **That currently the HWT Board consists of 5 Trustees, 1 appointed by the Hamilton Port Authority and 4 appointed by the City of Hamilton. The new Board would be appointed on the basis of 5 appointments by the City of Hamilton and no appointments by the Hamilton Port Authority. The existing appointment by the HPA expires on April 10, 2018 and the existing structure would remain in place until then at which time the City of Hamilton would make another appointment.**
- e) **That the Hamilton Waterfront Trust Board of Trustees hereby request that the HPA and the City of Hamilton approve of the new appointment process of Trustees.**

**CARRIED**

**c) Special Meeting – Held In-Camera**

**HWT0997 (S. Shaw / J. Farr)**

**That the Special Meeting Minutes of the January 10, 2017 Board meeting be received.**

**CARRIED**

*The meeting moved out of camera (J. Farr / S. Shaw)*

**10. Other Business**

**a) HWT0997 (J. Farr / S. Shaw)**

**That the Hamilton Waterfront Trust purchase the 2014 F150 Ford currently leased from Ford at a cost of \$21,826.56 plus applicable taxes.**

**11. Next Meeting - Tuesday, February 14, 2017**

The next HWT Board meeting is scheduled for Tuesday, February 14, 2017.

**12. Adjournment**

The meeting adjourned at 7:30 pm.



B. Charters, Chairman  
Board of Trustees  
Hamilton Waterfront Trust

M. Cuthbert  
January 10, 2017