



**BOARD OF TRUSTEES
MINUTES**

4:30 P.M.
Tuesday, November 13, 2018
HWT Boardroom, 47 Discovery Drive, Hamilton

Present: J. Farr, T. Jackson, B. Mueller, T. Jarvis

Regrets: D. Conley

Staff Present: W. Plessl, G. Monaco, A. Pulcins

1. **Call to Order**

J. Farr called the meeting to order at 4:45 pm.

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

None

3. **Delegations**

None

4. **Minutes of Previous Meetings (July 26, 2018)**

HWT1078 (B. Mueller / T. Jarvis)

That the Minutes of the July 26, 2018 Hamilton Waterfront Trust Board meeting be received.

CARRIED

5. **Business Arising from the Minutes**

a) **Declaration regarding Employee Deduction Remittances**

HWT1079 (T. Jarvis / B. Mueller)

That the Declaration for Employee Deduction Remittances be received.

CARRIED

6. **Outstanding Items**

a) **Revised Deed of Trust**

W. Plessl reported that the HWT was in receipt of the signed copy of the Revised Deed of Trust dated October 1, 2018 from the City. The revised Deed has two signatories, the City of Hamilton and the HWT. J. Farr advised that a new item in the deed is for the HWT to prepare and present a 10 Year Capital Plan annually.

7. Consent Agenda

a) Review of monthly Business Unit Operations

- New Williams staff have been hired and cross trained
- New Williams *Par Level Ordering Guide* has been created and is now in the process of being implemented.
 - Manager/supervisor have been trained on par levels and the significance of par ordering
 - Will help on overall bottom line – cost/shrinkage
 - Time of actually entering the order has been cut down greatly
 - Seen a significant drop on stock levels without running out of product
 - Drop of weekly GFS expenditure
- New Williams *inventory system* has been created and implemented on October 31, 2018
- New tires have been placed on the Zamboni
- New Plexiglass has been ordered to replace any damaged glass along the skating rink windbreak

A. Pulcins with the aid of a handout provided a summary of the current financial position of the Hamilton Waterfront Trust. Staff was given direction to add a reserve account in future budgets.

HWT1080 (T. Jarvis / B. Mueller)

That the Financial Report for October 2018 be received.

CARRIED

8. New Business

a) Quotes / Tenders

W. Plessl advised that City staff had requested a construction cost estimate to be prepared by a cost consultant for the Redevelopment of Piers 5 - 7 based the design and drawings prepared to date. This component would be funded from the consulting fees allocated for the project.

HWT1081 (B. Mueller / T. Jarvis)

That the Hamilton Waterfront Trust awards a contract to Hanscomb of Hamilton in the amount of \$15,400 with HST extra and including a \$3,000 contingency amount for the preparation of a construction cost estimate for the Redevelopment of Piers 5, 6 & 7.

CARRIED

b) Pier 5 to 7 Redevelopment - update

W. Plessl provided a brief update on the project as follows:

- The City will look after the contract to remove the Marine Police building, the Varnish Shed and the former HPA Operations Building in the spring of 2019.
- The City of Hamilton will look after the contract to install the main water service and sanitary sewer through Piers 5 - 7 together with the roads and services on Pier 8 to accommodate the future redevelopment in 2019.
- The HWT will tender the 1st phase which includes the 950m long shoreline, 550m long boardwalk, fish habitat, gas dock service peninsula and RHYC leased lands in the spring of 2019 with construction to start after the fish spawning season ends in July.
- The HWT has received the Fisheries and Oceans permit for this work but are still awaiting a permit from Transport Canada under the Navigation Protection Program.
- The 2nd phase would involve the construction of the “Foot of James plaza” just north of Guise St. with construction scheduled for August to November, 2019.

- The 3rd phase would be the redevelopment of the lands between the new shoreline and proposed buildings on Guise St. on Piers 6 & 7 in the summer of 2020 (May to September).
- Future phase include the following:
 - Installation of a new art feature at the “Foot of James”
 - Construction of Public Open Pavilion on the former Varnish Shed site.
 - Construction of the Artisan Market Public Building.

The meeting went in-camera for discussions on legal / contractual matters (T. Jackson / B. Mueller)

Discussions took place in-camera.

9. a) Minutes of Previous In-Camera Meetings (July 11, 26 & August 28, 2018)

HWT1082 (T. Jackson / T. Jarvis)

That the In-Camera Minutes of the July 11, 26 & August 28, 2018 Hamilton Waterfront Trust Board meetings be received in-camera.

CARRIED

b) SARCOA - Update – discussions took place in-camera

The meeting moved out of camera (T. Jackson / B. Mueller)

10. Executive Director’s Report

W. Plessl provided an update regarding a number of activities.

- a) The draft 2019 HWT Board meeting schedule was provided to members with the first meeting scheduled for Tuesday, January 8, 2019.
- b) The HWT made an application under City Enrichment Fund in the amount of \$40,000 for both the Waterfront Trolley and the Hamiltonian.
- c) Based on the current weather forecast, HWT staff will be making ice for early December.
- d) The 8 year ongoing Learn to Skate program administered by the HWT - looking for Instructor and volunteers
- e) The Winter Seasonal Light Display will be turned on December 1, to run until February 17, 2019.
- f) The City of Hamilton has advertised for 2019 - 2023 Citizen Board membership positions and is currently taking applications. A Citizen Recruitment Information Session at City Hall is scheduled for November 28, 2018, 4:00 pm. to 8:00 pm.
- g) The HWT has received an inquiry from T. Potocic of Sonic Unyon Records regarding staging a Monster Truck Concert in June, 2019 at Pier 8. Staff were directed to meet with T. Potocic and report back with more details.

HWT1083 (T. Jackson / B. Mueller)

That the Executive Director’s Report be received.

CARRIED

11. Next Meeting - Tuesday, January 8, 2019

The next HWT Board meeting is scheduled for Tuesday, January 8, 2019

12. Adjournment

The meeting adjourned at 6:35 pm.

J. Farr, Chairman
Board of Trustees
Hamilton Waterfront Trust

W. Plessl
November 13, 2018