



Hamilton Waterfront Trust

Connecting You to the Water's Edge

BOARD OF TRUSTEES MINUTES

4:30 P.M.

Tuesday, November 14, 2017

HWT Boardroom, 47 Discovery Drive, Hamilton

Present: B. Charters, J. Farr, T. Jackson

Regrets: J. Knight

Staff Present: W. Plessl, A. Pulcins

1. **Call to Order**

B. Charters called the meeting to order at 4:40 pm.

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

None

3. **Delegations**

None

4. **Minutes of Previous Meeting (October 10, 2017)**

HWT 1031 (J. Farr/T. Jackson)

That the Minutes of the October 10, 2017 Hamilton Waterfront Trust Board meeting be received.

CARRIED

5. **Business Arising from the Minutes**

a) **Declaration regarding Employee Deduction Remittances**

HWT 1032 (J. Farr/T. Jackson)

That the Declaration for Employee Deduction Remittances be received.

CARRIED

6. **Outstanding Items**

On agenda

7. Consent Agenda

7.1 Review of monthly Business Unit Operations (October)

The Board was in receipt of the Financial Report for the Business Unit Operations for the month of October 2017.

7.2 Quotes

1. Auditors for 2017

HWT1033 (T. Jackson/J. Farr)

That BDO Canada LLP of Burlington be engaged by the Hamilton Waterfront Trust to undertake the 2017 audit of the financial statements at a cost of \$20,000 and all applicable taxes extra.

CARRIED

2. Request for Lease Evaluation - 57 Discovery Drive

The Executive Director was given direction to request quotations for the preparation of a Lease Evaluation for 57 Discovery Drive from four appraisers in the area. W. Plesl has been working with A. Dore in preparing the Terms of Reference and the City of Hamilton has agreed to fund 50% of the cost of the appraisal. The tentative plan is to have the Lease Evaluation completed in early December 2017.

8. New Business

a) Waterfront Development - City of Hamilton

- With the aid of a Piers 5 - 7 functional layout for the redevelopment of the area, W. Plesl illustrated the proposed works and a preliminary concept of the pedestrian bridge across the channel to the RHYC sailing school basin may work.
A Meeting with RHYC to review preliminary plans is scheduled for Tuesday, Nov. 28, 2017
A meeting with HPA to review shoreline plans and layout around new gas dock area is proposed for early December 2017.
A public meeting to present the functional plans for Piers 5 - 7 will be scheduled for February / March, 2018.
- The Risk Assessment for Pier 8 was reviewed by MOE and Dillon will be responding and revising the RA as necessary.
- The Risk Assessment for Piers 5 - 7 will be submitted within the week incorporating applicable comments received from MOE for Pier 8.
- Bayfront Park Beach - the monitoring of the beaches is complete for the season and AECOM will preparing a summary report on the work undertaken.

b) 2016 HWT Financial Statements Presentation to GIC on Oct. 18, 2017

Motion passed by GIC reads as follows:

WHEREAS, the Hamilton Waterfront Trust (HWT) was established in 2000 to administer funds to develop, improve public access and animate the lands in Hamilton's east and west waterfront areas;

WHEREAS, the City's waterfront is being further revitalized and significant development is currently planned for Piers 5 through 8;

WHEREAS, in 2015, ownership of the Marine Discovery Centre and related lands was transferred from the Federal Government to the City of Hamilton;

THEREFORE BE IT RESOLVED:

Staff was directed to meet with Hamilton Waterfront Trust representatives to develop options of mutual interest and report back to the General Issues Committee by December 6, 2017.

T. Jackson advised that the motion was approved by City Council and the 2016 Hamilton Waterfront Trust Financial Statements were also received.

A follow-up meeting between the HWT Board and City staff is scheduled for Thursday, November 23 at 10am in City Hall room 222.

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

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

a) Minutes of Previous In-Camera Meetings (October 10, 2017)

HWT1034 (T. Jackson/J. Farr)

That the In-Camera Minutes of the October 10, 2017 Hamilton Waterfront Trust Board meeting be received.

CARRIED

b) City lease on 57 Discovery Drive

Discussions between HWT Board and City Staff will take place in meeting next week. Lease Evaluation will be undertaken by appraiser as discussed under quotes.

c) SARCOA - Legal

The HWT Board briefly reviewed the email received from Robert Dunford, Gowling WLG this afternoon regarding the Case Conference Meeting in the morning. Members were satisfied with the information received

d) Future Plans for the HWT Centre

W. Plessl is working on getting the Request for Interest out asap.

e) Personnel Matter

Staff restructuring report by W. Plessl.

The meeting moved out of camera (J. Farr /T. Jackson)

10. Other Business

Additional Information:

1. New Board Member from the HPA - Janet Knight
2. WFC acting General Manager is off on maternity leave as she had a baby girl on Sunday, November 12.
3. Winter Ice Rink operation to begin in early December.
4. Winterfest - no kickoff event at Waterfront rink.
5. Hamilton Santa Race starting at RHYC at 11am and ending at Pier 8 WFC on Sunday, November 19.
6. Request for "Little Free Library" at Pier 8 site from Hamilton District Christian High.

11. Next Meeting - Tuesday, December 12, 2017

The next HWT Board meeting is scheduled for Tuesday, December 12, 2017.

12. Adjournment

The meeting adjourned at 6:15pm.



B. Charters, Chairman
Board of Trustees
Hamilton Waterfront Trust

W. Plessl
November 14, 2017