



**BOARD OF TRUSTEES  
MINUTES**

4:00 P.M.  
Monday, January 20, 2020  
HWT Centre – Multipurpose Room, 57 Discovery Drive, Hamilton

**Present:** T. Jarvis, B. Mueller, J. Partridge

**Absent with Regrets:** E. Pauls, J. Farr

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

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1. **Call to Order**

T. Jarvis called the meeting to order at 4:00 pm.

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

None

3. **Delegations**

None

4. **Minutes of Previous Meeting (November 12, 2019)**

HWT1126 (B. Mueller / J. Partridge)

That the Minutes of the November 12, 2019 Hamilton Waterfront Trust Board meeting be received.

**CARRIED**

5. **Business Arising from the Minutes**

a) Declaration regarding Employee Deduction Remittances

HWT1127 (J. Partridge / B. Mueller)

That the Declaration for Employee Deduction Remittances be received.

**CARRIED**

6. **Outstanding Items**

None

**7. Consent Agenda**

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

Reviewed under Item 8c.

**b) Quotes**

None

**8. New Business**

**a) Pier 5 to 7 Redevelopment - update**

- All approvals are in place with the exception of the Hamilton Conservation Authority. Once received the tender for redevelopment will be sent out. This entails Piers 5, 6 & 7 shoreline and 2/3 of the land area, east portion (6 & 7), for landscaping, except for 4-blocks which will be sold through City of Hamilton - Real Estate.
- This work will go to tender in March 2020 and construction to start on land in the summer and in-water works after September 1.
- The City's Waterfront Office through their consultant (Advisian) is preparing the design/build tender documents for the \$500,000 new fuel service area at the dock on Pier 6. The new installation will incorporate 3 new underground fuel tanks between Guise St. and the Waterfront Trail. The environmental work associated with this activity is being prepared by Dillon Consultants. Tendering of this component will take place in the spring of this year with completion by April 30, 2021 to coincide with the other works on Piers 5 & 6.

**HWT1128 (B. Mueller / J. Partridge)**

**That the Pier 5 to 7 Redevelopment update be received.**

**CARRIED**

**b) Art Feature – Piers 6/7**

- The jury selected "All Our Relations" by Angela DeMontigny. Selection was based on criteria and public consultation.
- Discussion ensued on this matter and direction was given to staff to break out the additional costs for the foundations.

**HWT1129 (J. Partridge / B. Mueller)**

**That the information on the Art Feature – Piers 6/7 be received.**

**CARRIED**

**c) Business Units 2020 Operating Reports**

**HWT1130 (B. Mueller / J. Partridge)**

**That the Business Units for the 2020 Operating season be approved as outlined below.**

**CARRIED**

**Hamiltonian Tour Boat**

**That the Hamilton Waterfront Trust continue to operate the Hamiltonian Tour Boat for its 18<sup>th</sup> season on the west end of Hamilton Harbour during the 2020 season based on the following:**

- i) **The 97-day operating season to commence on Saturday, May 16<sup>th</sup> (Victoria Day weekend) and finish on Monday, October 12<sup>th</sup> (Thanksgiving), operating weekends only during the first 5 weeks and the last 4 weeks of the season, and daily during the 12 prime weeks of summer (weather and demand permitting).**

- ii) Operate 8 trips per day at the following times: 11am, noon, 1pm, 2pm, 3:30pm, 4:30pm, 5:30pm and 6:30pm and after Labour Day the 6:30pm trip is eliminated.
- iii) The fares for the 2020 season will be \$18.50 for adults, \$16.50 for Seniors and Students, \$9.25 for Children 12 and under and free for Children 3 and under (all applicable taxes included) which are up 2% from the 2019 rates.

**CARRIED**

**Waterfront Trolley**

That the Hamilton Waterfront Trust continue to operate the Waterfront Trolley(s) for its 15<sup>th</sup> season in 2020 based on the following:

- i) The 2020 operating season to commence on Saturday, May 16 (Victoria Day weekend) and finish on Monday, October 12 (Thanksgiving), based on (100) day operating schedule.  
May 16<sup>th</sup> to June 15<sup>th</sup> - weekends and statutory holidays with only one trolley making 5 trips a day.
  - Daily June 23 to September 7 - operating daily with 7 departures (departure times refer to ii) below)
  - September 12 to October 12 (Thanksgiving) - one trolley operating weekends and statutory holidays with only 5 trips a day.
- ii) Trolley to commence with the first daily trip at 10:30am and finish at 9:00pm (7 trips)  
10:30am, 12:00pm, 1:30pm, 3:00pm, 4:30pm, 6:00pm, 7:30pm
- iii) Trolley to be staffed by a driver and a conductor.
- iv) The fares to remain the same as in 2019 which were \$7.00 for adults, \$5.00 for seniors over 65 and children 12 and under and FREE for children 3 and under.

**CARRIED**

**Waterfront Scoops Ice Cream Parlour**

That the Hamilton Waterfront Trust continue to operate Waterfront Scoops in 2020 based on the following:

- i) The Waterfront Scoops operating season to commence on Saturday, May 9 (weather permitting) and finish on Monday, October 12 (Thanksgiving). In early May and after Labour Day Scoops will be open on weekends from 12:00pm to 10:00pm and Monday to Friday from 5:00pm to 10:00pm. (Subject to weather conditions) Scoops will be open daily from Friday, May 15 to Monday, September 7 from 12:00pm to 10:00pm (Sun-Thurs) and 11:00pm (Fri. - Sat).
- ii) Scoops for the 2020 season will offer approximately 20 flavours.
- iii) The 2020 cost of an ice cream cone will be
  - One Scoop small cone \$ 3.65 + tax
  - Two Scoop Regular cone \$ 4.70 + tax
  - Three Scoop Large cone \$ 5.70 + tax

**CARRIED**

**Skate Rental Concession**

That the Hamilton Waterfront Trust continue to operate the Waterfront Skate Rental Concession for the 2020 season (Summer & Winter) and offer Roller / Ice Skate Rentals to the public based on the following:

- i) The Winter ice skating rental operating season commenced on Sunday, January 1, 2020 and continued until March 18 and will start again on December 1<sup>st</sup> to the end of the year, weather permitting. The skate rental business will be open daily on weekends and holidays from 10am to 10pm and weekdays from 5pm to 10pm.
- ii) The Summer operating season will commence on Friday, May 15<sup>th</sup> (Victoria Day) weather permitting, and finish on Monday, October 12<sup>th</sup> (Thanksgiving). The rental business will be operating weekends only during the first 5 weeks and the last 5 weeks of the season after Labour Day weekend. Daily operations will commence Monday, June 22, 2019. The Waterfront Skate Rental Concession (summer) will be open, weather permitting, from 5pm to 10pm on Monday to Friday and 10pm to 10pm on Saturday and Sunday.
- iii) The Waterfront Skate Rental Concession rates for the 2020 season will be \$9.25 for Roller/Ice Skates including a helmet and safety equipment, \$4.25 for a helmet only (with no skate rental) and \$4.25 for safety equipment only (wrist guards, elbow and knee pads).

CARRIED

**Waterfront Grill**

That the Hamilton Waterfront Trust operate the Waterfront Grill for the 2020 season based on the following:

- i) The Waterfront Grill will be open on Friday, Saturday and Sundays beginning when the outdoor roller-skating rink opens on Friday, May 15. (Victoria Day Long Weekend). The hours of operation include Friday from 5pm - 10 pm, Saturday and Sunday from noon to 10 pm. When a special event is happening at Pier 8 such as Music on the Waterfront, Salsa Night etc. the grill will open during the weekday evening to coincide with the event.
- ii) The Waterfront Grill will be open daily beginning Friday, June 19 to Monday, September 7 from noon to 10 pm to coincide with the daily operation of the Skate and Bike Rental business operations being open daily.
- iii) The Waterfront Grill is open in winter on Saturday and Sunday from noon to 6 pm during the ice-skating season starting in December to March, weather permitting.

CARRIED

**Waterfront Wheels Bike Rental**

That the Hamilton Waterfront Trust operate the Waterfront Wheels bike rental concession for the summer 2020 season based on the following:

- i) The operating season to commence on Saturday, May 16<sup>th</sup> (Victoria Day Weekend) and operate weekends, until June 22<sup>nd</sup> when daily operation commences until September 7<sup>th</sup> (Labour Day Weekend), followed by weekends until Monday, October 12<sup>th</sup> (Thanksgiving Day Weekend) when the operation closes for the season.
- ii) The Bike Rental Concession will be open, weather permitting, from 11am to 8pm and after September 2<sup>nd</sup>, 11am to 7pm.
- iii) The Bike Rental Concession rates for the 2020 summer season will be: \$9/hr. for adult trikes, \$9/hr. for adult bikes (cruisers & fat boys), \$16/hr. for tandems, \$20/hr. for Surreys (one

bench pedal units) and \$34/hr. for Deluxe Surreys (two bench pedal units) with helmets provided to all users with the bike rental at no charge and all taxes extra.

**CARRIED**

**d) 2020 Major Maintenance / Capital**

W. Plessl will provide the HWT Board with a list of major maintenance/capital for 2020 and beyond. Discussion ensued around the aging Trolley and staff were directed to pursue possible partners moving forward. Discussion on the Skate Rental also took place and staff were directed to pursue the possibility of having a mural painted on the shipping container(s) until a permanent building could be constructed.

**HWT1131 (J. Partridge / B. Mueller)**

**That the information on the 2020 Major Maintenance / Capital be received.**

**CARRIED**

**e) 2020 Budget**

**HWT1132 (B. Mueller / J. Partridge)**

**That the information on the 2020 Budget be received.**

**CARRIED**

**9. a) Minutes of Previous In-Camera Meetings (November 12, 2019)**

**HWT1133 (J. Partridge / B. Mueller)**

**That the In-Camera Minutes of the November 12, 2019 Hamilton Waterfront Trust Board meeting be received In-camera.**

**CARRIED**

**10. Other Business**

**a) Executive Directors Report**

- i. Trolley Upgrades – W. Plessl advised the Board that the woodwork on the Trolley has been refurbished by the Threshold School of Business through a private donation.
- ii. Winterfest – Cobalt Connects has rented the HWT Centre for Winterfest activities from January 30 to February 17, 2020
- iii. W. Plessl took the HWT Board members on a tour of the HWT Centre.

**11. Next Meeting – Tuesday, March 10, 2020**

The next HWT Board meeting is scheduled for Tuesday, March 10, 2020.

**12. Adjournment**

The meeting adjourned at 5:15pm.

T. Jarvis, Chairman  
Board of Trustees  
Hamilton Waterfront Trust

M. Cuthbert  
January 20, 2020