



Hamilton Waterfront Trust

Connecting You to the Water's Edge

BOARD OF TRUSTEES MINUTES

4:30 P.M.

Tuesday, March 13, 2018

HWT Boardroom, 47 Discovery Drive, Hamilton

Present: J. Farr, T. Jackson, D. Conley, J. Knight

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

1. Call to Order

J. Farr called the meeting to order at 4:35 pm.

2. Declarations Re: Disclosure of Interest

None.

3. Delegations

None.

The HWT Board welcomed Councillor Doug Conley to the committee. Councillor Conley is the newly appointed City of Hamilton Representative.

The Board thanked Janet Knight, the most recent Hamilton Port Authority Representative, for her brief but meaningful representation on the Board.

There were 12 applicants for the citizen representative on the Board. The City will be interviewing the candidates next week and will be appointing 2 to the HWT Board. This would complete our Board structure changes that were approved by City Council on January 24, 2018.

4. Minutes of Previous Meeting (December 12, 2017)

HWT 1047 (T. Jackson / J. Knight)

That the Minutes of the December 12, 2017 Hamilton Waterfront Trust Board meeting be received.

CARRIED

5. **Business Arising from the Minutes**

a) **Declaration regarding Employee Deduction Remittances**

HWT 1048 (J. Knight / T. Jackson)

That the Declaration for Employee Deduction Remittances be received.

CARRIED

6. **Outstanding Items**

On agenda

7. **Consent Agenda**

1.1 Review of monthly Business Unit Operations (Jan. & Feb. 2018)

The Board was in receipt of the Financial Report for the Business Unit Operations for the month of February 2018.

- W. Plessl noted that the Outdoor Rink is still open but is likely to close next week due to the forecasted weather.
- Weather once again reflected in sales at Williams.
- HWT Centre – will be renting as per usual until further direction from the City of Hamilton.
- J. Knight requested that the Financial Report include a line at the bottom showing depreciation.

HWT1049 (J. Knight / T. Jackson)

That the Financial Report for February 2018 be received.

CARRIED

1.2 Quotes/tenders

None.

8. **New Business**

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

- W. Plessl reviewed plans / renderings to the HWT Board
 - The plan is based on the Harbour West Concept Plan approved by Council in 2010
 - Improvements will be made on the 950m reconstructed shoreline with new fish habitat under the elevated boardwalk. The HWT is working with the HPA, HCA, BARC, RAP and the Fish and Wildlife Committee in finalizing this design component of the Pier 5 to 7 redevelopment.
 - HPA – gas tank underground that needs to be relocated. Also 12 slips will need to be removed for the gas up area in order for boats to move around.
 - A rolling bridge is proposed to be installed near the HPA. It will be operated by a push button. The Board viewed a video on its operation.
 - Tensile Shade structures will be installed at 4 different locations.
 - The renderings shown will be displayed at the Community Conversation on March 29th at the Evergreen Community Storefront located at 294 James Street North.
 - The shoreline work will begin this fall and will be completed by spring 2019.
 - The HWT would like to apply for funding through the Federal Government for restoring degraded fish habitat (\$400K to \$500K)

HWT1050 (D. Conley / J. Knight)

That the HWT apply to the *Great Lakes Protection Initiative: Restoring Areas of Concern*, for funding (approximately \$500K) to be used in the construction of Fish Habitat for the Pier 5 to 7 redeveloped shoreline.

CARRIED

HWT1051 (D. Conley / J. Knight)

That the Waterfront Development presentation be received.

CARRIED

b) HWT Board - membership/Deed of Trust

W. Plessl advised that 2 new citizen appointees will be made by the City of Hamilton. They will be present at the next scheduled HWT Board Meeting.

J. Farr, T. Jackson, and W. Plessl met recently with City representatives to review the existing Deed of Trust as well as the governance model. The City's legal department will prepare a revised draft for review in the coming weeks.

City Council and the HWT will have to approve the new Deed of Trust.

c) HWT Centre - Operation

- City Contact is Chuck Alkerton in the Facilities section.
- The HWT will continue to rent out the MPR and Theatre in the HWT Centre. The former Sarcoa area may also be rented out for suitable venues.
- The City of Hamilton are paying all costs of the building including utilities as of January 1, 2018 in addition to 10% HWT administrative fees.

d) HWT 2018 Operating Budget

W. Plessl presented the Draft Operating Budget for 2018.

HWT1052 (T. Jackson / D. Conley)

That the Recommendation Report on Additional Maintenance Items for Board Consideration as presented be amended to include Item a – safety documents and Item e with regards to Life Cycle Capital Reserve.

CARRIED

HWT1053 (J. Knight / T. Jackson)

- a) **That the HWT spend up to \$30,000 overhauling one Trolley unit prior to commencement of the 2018 operating season and placing the second Trolley unit in storage as well as providing yearly certificates from a licensed mechanic on the operating unit.**
- b) **That Security Improvements be made to 47 Discovery Drive by replacing a number of locks for outside doors to the building with a cost estimate of \$2,200.**
- c) **That improvements be made in Williams Fresh Cafe with a cost estimate of \$14,600.**
- d) **That improvements be made in the HWT Offices with a cost estimate of \$3,200.**

- e) That with regards to item c, the HWT pursues reimbursement from the City through the Life Cycle Capital Reserve Fund.

CARRIED

HWT1054 (D. Conley / J. Knight)

That the HWT move forward in hiring a full-time Bookkeeper and a Director of Operations.

CARRIED

HWT1055 (D. Conley / J. Knight)

That the Operating Budget for 2018 be approved as received.

CARRIED

The meeting went in-camera for discussions on legal / contractual matters (D. Conley / J. Knight)

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

- a) Minutes of Previous In-Camera Meetings (December 12, 14 & 19, 2017)

HWT1056 (T. Jackson / J. Knight)

That the In-Camera Minutes of the December 12, 14 & 19, 2017 Hamilton Waterfront Trust Board meetings be received in-camera.

CARRIED

- b) City lease on 57 Discovery Drive

HWT 1057 (T. Jackson / D. Conley)

That the information on the Lease Termination and Surrender Agreement be received in-camera.

CARRIED

- c) SARCOA - Legal / PR Strategy

Discussions took place in-camera

The meeting moved out of camera (D. Conley / J. Knight)

10. Other Business

- a) Cost of Living Adjustments

HWT1058 (J. Knight / T. Jackson)

That a 1.8% increase effective March 1, 2018 be given to all staff who did not receive an adjustment on January 1, 2018.

- b) HWT Restructuring - HPA Conditions (letter of October 6, 2017)

HWT1059 (D. Conley / T. Jackson)

That the HWT officially agree to the conditions laid out in the report.

CARRIED

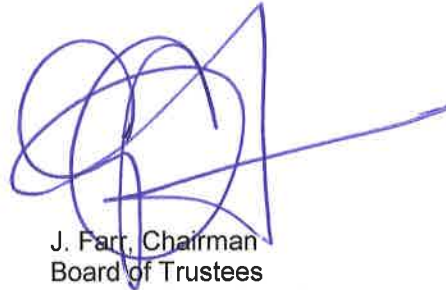
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11. Next Meeting - Tuesday, January 9, 2018

The next HWT Board meeting is scheduled for Tuesday, May 8, 2018.

12. Adjournment

The meeting adjourned at 6:25pm.

A handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

J. Farr, Chairman
Board of Trustees
Hamilton Waterfront Trust

M. Cuthbert
March 13, 2018