



**BOARD OF TRUSTEES
MINUTES**

5:00 P.M.
Tuesday, April 11, 2023
Via ZOOM Video Communications

Present: T. Hwang, C. Kroetsch, A. Wilson, M. Wilson, M. Spadafora

Staff Present: M. Cuthbert, A. Pulcins

1. Call to Order

C. Kroetsch called the meeting to order at 3:00 pm.

2. Declarations Re: Disclosure of Interest

None

3. Delegations

The Board was in receipt of a delegation request from Breakwater Investments to speak at today's meeting.

HWT1320 (T. Hwang / A. Wilson)

That the HWT Board approve the request to have the delegation, Breakwater Investments, present at today's meeting; and further,

That the HWT Board received the presentation on "Lighting the Harbour" and directed staff to further investigate and report back to the Board details on what Breakwater Investments expect from the HWT and what costs may or may not be involved operationally such as staffing, electrical costs and insurance.

CARRIED

4. Minutes of Previous Meeting (February 21, 2023)

HWT1321 (A. Wilson / T. Hwang)

That the Minutes of the February 21, 2023 Hamilton Waterfront Trust Board meetings be received.

CARRIED

5. Business Arising from the Minutes

a) Declaration regarding Employee Deduction Remittances

HWT1322 (T. Hwang / A. Wilson)

That the Declaration for Employee Deduction Remittances be received.

CARRIED

b) KPMG & City Staff Report / Council - update

City Council at it's meeting of March 29th, 2023 passed the following motion;

That a detailed review of the following two business models for the Hamilton Waterfront Trust future operations be undertaken as follows:

- (i) A joint model whereby the management and operations of programs and services are delivered by the Hamilton Waterfront Trust and the City of Hamilton;*
- (ii) Winding up the Hamilton Waterfront Trust, inclusive of a recommended process founded on the City of Hamilton assuming the responsibility for existing programming and services delivered by the Hamilton Waterfront Trust.*

The KPMG report is expected later this year.

6. Consent Agenda

a) Review of monthly Business Unit Operations

- Williams' sales have increased 17% compared to February/March 2022. Last week, on April 3rd, the Franchise did raise the prices on our menu to help with the 30% cost of food increase.
 - The Williams Franchise agreement comes due in June 2024. Options for a month-to-month extension can be explored. More direction will come when the KPMG report is presented later this year.
- The outdoor rink is now closed for the season and will re-open for programming on the May long weekend (20th). The weather co-operated and we made it through March Break. Skate Rental Sales are down 27% compared to last year February/March. More down days compared to last year due to poor rink and weather conditions.
- The Grill is also closed for the season and will re-open on the May long weekend (20th). Sales were up 20% compared to last year. This is due to being open during March break.

7. New Business

a) Pier 5 to 7 Redevelopment - update

- Construction started back up this week. They will be completing the entrance plaza stairs and building (CSO tank, mechanical and maintenance room for Parks Staff), tree planting and finish the interlocking brick.
- Pedestrian Bridge is installed. The lights still need to be added to the bridge.
- The trail and boardwalk along the North shoreline were temporarily open to the public in December. This will remain open for as long at the construction allows.

b) Operational Budgets - 2023

Staff made presentation to the Board for the 2023 Operational Budget – attached

- Consolidated Budget shows an estimated total net loss of \$455,882
- Current cash position – approximately \$500,000 - projection that these monies will be depleted by end of 2023

c) COLA – 2023

Staff have recommended a 3.5% Cost of Living increase effective March 1, 2023. This includes HWT Staff who are salary and full-time hourly. The estimated cost for this increase is \$5,962 annually and has been incorporated into the 2023 operational budget. There are no merit increases for positions at the HWT.

d) HWT Future Funding

HWT1323 (A. Wilson / M. Spadafora)

That the HWT Board of Trustees secure future funding for the Hamilton Waterfront Trust, so they will be in a position to maintain business operations during the City's study for Options for the Future Operations, Programs & Services of the HWT and the transition phase as directed by City Council on March 29, 2023; and

That the 2 sources of funding outlined below, be further investigated so that funds will be made available by September 1, 2023.

- 1. The city provides an operating fund that the HWT can draw on when cash shortages exist to remain solvent. This fund must be accessible by the HWT on an as needed basis with immediate access to the funds.**
- 2. The city advances all funds owed to the HWT immediately. This would include the Receivable that the city owes the HWT for the buyout of the lease in 2018 for 57 Discovery Drive. Currently, the HWT receives an annual installment of this receivable in the amount of \$166,000 per year, up to 2032. The value of this receivable is approximately \$1.5 million.**

CARRIED

e) Interim Executive Director – Replacement

HWT1324 (A. Wilson / M. Spadafora)

That Councillors Kroetsch, Hwang and M. Wilson and IED, M. Cuthbert, form a Hiring Sub-Committee to hire an Interim Executive Director.

CARRIED

f) Annual Fishing Derby

HWT1325 (M. Spadafora / M. Wilson)

That the Fishing Derby be suspended for one year and be revisited in 2024.

CARRIED

8. Quotes and Tenders

None

9. Private and Confidential

a) Minutes of Previous In-Camera Meetings

HWT1326 (A. Wilson / M. Spadafora)

That the In-Camera Minutes of the February 21, 2023 Hamilton Waterfront Trust Board meeting be received.

CARRIED

b) Lease – 47 Discovery Drive

No updates to report.

10. Other Business

None

11. Next Meeting - Tuesday, April 11, 2023

The next HWT Board meeting is scheduled for Tuesday, June 13, 2023.

12. Adjournment

The meeting adjourned at 4:20pm.

C. Kroetsch, Chairman
Board of Trustees
Hamilton Waterfront Trust

M. Cuthbert
April 11, 2023