



**BOARD OF TRUSTEES
MINUTES**

5:00 P.M.
Tuesday, February 21, 2023
Via ZOOM Video Communications

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

Absent with Regrets: M. Wilson

Staff Present: M. Cuthbert, A. Pulcins

1. **Call to Order**

C. Kroetsch called the meeting to order at 5:00 pm.

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

None

3. **Delegations**

None

4. **Minutes of Previous Meeting (December 19, 2022 & January 11, 2023)**

HWT1309 (M. Spadafora / T. Hwang)

That the Minutes of the December 19, 2022 and January 11, 2023 Hamilton Waterfront Trust Board meetings be received.

CARRIED

5. **Business Arising from the Minutes**

a) **Declaration regarding Employee Deduction Remittances**

HWT1310 (T. Hwang / M. Spadafora)

That the Declaration for Employee Deduction Remittances be received.

CARRIED

b) Schedule for 2023 Board Meetings

- Staff looked into booking Room 264 at City Hall, to see if there was availability of our scheduled board meetings should we decide to have hybrid meetings. The only availability on our schedule was December 19th.
- Our meetings will continue via ZOOM and live streamed on the HWT YouTube channel.

c) Purchase of New Engine for Hamiltonian Tour Boat

HWT1311 (A. Wilson / M. Spadafora)

That the HWT proceed with the purchase and installation of a Volvo Penta Engine in the amount of \$20,127.00 excluding HST and a \$2,500 contingency allowance for the Hamiltonian Tour Boat for the upcoming 2023 season.

d) KPMG Report

HWT1312 (A. Wilson / M. Spadafora)

That the HWT Board request that the KPMG Report be brought to the AF&A Committee on March 23rd and then to City Council on March 29th for final ratification.

CARRIED

6. Consent Agenda

a) Review of monthly Business Unit Operations

- Williams' sales have increased 150% compared to January 2022. The increase of minimum wage and a 30% increase in the cost of food has had a negative impact on profit. Staff are working on improving labour costs and have started to focus on food costs and suppliers going forward.
- The outdoor rink has been quite busy when the weather permitted. Skate Rental sales are down 30% compared to January 2022. We experienced a closure of the rink for a week in January when schools were off and we lost revenues as a result.
- The Waterfront Grill sales are down 64% compared to last year. Last year the Grill was open every day, this year it is only open on weekends due to staffing.

HWT1313 (M. Spadafora / A. Wilson)

That the monthly Business Unit Operations be received.

CARRIED

7. New Business

a) Pier 5 to 7 Redevelopment - update

- The construction by Seawaves Development has stopped for the winter. They will resume in late March, early April, to finalize the stairs, tree planting, and finish the interlocking brick.
- East Elgin Contracting is installing the steel pedestrian bridge today. This bridge will join Pier 7 to the James Street Slip. This work is expected to be complete by March 5th. Until completion the pedestrian trail will be closed.
- Complaints were received about construction materials found in the water. These items have been removed and the surrounding fencing has been secured to contain the debris. The water will be cleaned up of any further debris in the warmer weather.

HWT1314 (A. Wilson / C. Kroetsch)

That the Pier 5 to 7 Redevelopment update be received.

CARRIED

b) Election of New Officers – Chairman, Vice-Chairman, Treasurer

- Nominations were made and accepted as follows:

Chairman – Cameron Kroetsch

Vice-Chairman – Mike Spadafora

Treasurer – Alex Wilson agreed as interim until he was able to gauge Councilor Maureen Wilson's interest in becoming the Treasurer.

8. Quotes and Tenders

None

9. Private and Confidential

(A. Wilson / M. Spadafora)

That the Board move into Closed Session respecting Items 10(a), 10(b), 10(c), 10(d) and 10(e), pursuant to Section 9.1, Sub-sections (b), (c) and (i), and 9.2, Sub-section (b) of the City's Procedural By-law 21-021, as amended; and Section 239(2), Sub-Sections (b), (c) and (i), and 239(3), Sub-Section (b) of the Ontario Municipal Act, 2001, as amended, as the subject matters pertain to a proposed or pending acquisition or disposition of land by the municipality or local board; and an ongoing investigation respecting the City or a municipally-controlled corporation by the Ombudsman appointed under the Ombudsman Act; and personal matters about an identifiable individual, including municipal or local board employees; and as the subject matters pertain to a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.

CARRIED

a) Minutes of Previous In-Camera Meetings

HWT1315 (M. Spadafora / A. Wilson)

That the In-Camera Minutes of the December 19, 2022 and January 11, 2023 Hamilton Waterfront Trust Board meetings be received In-camera.

CARRIED

b) Lease – 47 Discovery Drive

HWT1316 (A. Wilson / M. Spadafora)

That the information respecting the Lease - 47 Discovery Drive, be received and remain confidential.

CARRIED

c) Ongoing Ombudsman Inquiry

HWT1317 (A. Wilson / M. Spadafora)

That the HWT Board has received the letter from the Ombudsman with regards to the Closed Meeting Complaints; and,

That the letter be made public by posting on the HWT website; and,

That in doing so, the board acknowledges that it has been the practice of the HWT Board to have our meetings open and made available to the public since April 2021.

CARRIED

d) Personnel Matter - HWT Board Members

HWT1318 (A. Wilson / M. Spadafora)

That the information and direction given with respect to the Personnel Matter, be received and remain confidential.

CARRIED

e) Financial or Labour Relations Information

HWT1319 (A. Wilson / M. Spadafora)

That the information and direction given with respect to the Financial or Labour Relations Information, be received and remain confidential.

CARRIED

10. Other Business

None

11. Next Meeting - Tuesday, April 11, 2023

The next HWT Board meeting is scheduled for Tuesday, April 11, 2023.

12. Adjournment

The meeting adjourned at 5:55pm.

C. Kroetsch, Chairman
Board of Trustees
Hamilton Waterfront Trust

M. Cuthbert
February 21, 2023