



## **Hamilton Waterfront Trust**

*Connecting You to the Water's Edge*

### **BOARD OF TRUSTEES MINUTES**

4:30 P.M.

Tuesday, June 13, 2017

HWT Boardroom, 47 Discovery Drive, Hamilton

**Present:** B. Charters, J. Farr, S. Shaw

**Absent with Regrets:** T. Jackson

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

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**1. Call to Order**

B. Charters called the meeting to order at 5:00 pm.

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

None

**3. Delegations**

2016 Audit – BDO Canada LLP

The Board was in receipt of the Draft Hamilton Waterfront Trust Financial Statements for the year ended December 31, 2016 and amendments.

**HWT1012 (J. Farr / S. Shaw)**

**That the HWT Board accept the Draft Audit Statement with amendments as presented.**

**CARRIED**

**4. Minutes of Previous Meeting (April 11, 2017 and June 9, 2017)**

**HWT1013 (J. Farr / S. Shaw)**

**That the Minutes of the April 11, 2017 Hamilton Waterfront Trust Board meeting be received;  
and,**

**That the In-Camera Minutes of the June 9, 2017 Hamilton Waterfront Trust Board meeting be  
received.**

**CARRIED**

5. Business Arising from the Minutes

a) Declaration regarding Employee Deduction Remittances

HWT1014 (J. Farr / S. Shaw)

That the Declaration for Employee Deduction Remittances be received.

CARRIED

6. Outstanding Items

None

7. Consent Agenda

1.1 Review of monthly Business Unit Operations (April & May)

The Board was in receipt of the Financial Report for the Business Unit Operations for the months of April and May 2017.

8. New Business

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

W. Plessl mentioned the following projects presently being worked on by HWT staff and/or consultants: Redevelopment plans for Piers 5 to 7 inclusive, Risk Assessment for Pier 8 and Pier 6 & 7, Cleanup of areas on Pier 8 under the former Shed 6, Beach Operations Management Plan, Repurposing of the former Varnish Shed and the former Marina /Operations Buildings on Pier 6, Pier 8 Pumping Station and Force main.

b) **2016 HWT Financial Statements**

Refer to Item 3, Delegations

c) **Donation Request – Sweet Retreat**

This program is in its ninth year and would consist of sending a family, when the child is feeling well enough, on a day's outing to the Hamilton waterfront. The family voucher per family would consist of the following:

HWT1015 (J. Farr / S. Shaw)

That the HWT donate to Sweet Retreat, 25 family packages totalling \$2,696.00. The voucher per family consists of the following:

• Waterfront Trolley coupon	\$ 20.00
• Waterfront Scoops coupon	\$ 15.00
• Williams Fresh Cafe coupon	\$ 20.00
• Hamiltonian Tour Boat coupon	\$ 52.84
<u>Total Single Family Cost</u>	<u>\$107.84</u>

CARRIED

**d) Roller Skating – Volunteer DJ's**

The HWT Board was in receipt of the *Hamilton Waterfront Trust Volunteer Contract for DJ's for the Waterfront Rink on Pier 8* as well as a letter of concern from Lisa Flokstra Bell.

**HWT1016 (J. Farr / S.Shaw)**

- a) That the HWT continue to utilize volunteer DJ's for the Roller Skating evenings at no cost to the HWT; and,
- b) That the HWT staff continue to review the roller skating evenings as needed; and,
- c) That the HWT Board of Trustees receive and support the newly adopted policy for Volunteers.

**CARRIED**

**e) City Enrichment Fund Program**

W. Plessl informed the HWT Board that the Hamilton Waterfront Trust received \$5,000 from the 2017 City Enrichment Fund Program for the Hamilton Waterfront Trolley.

**f) Rendez-Vous 2017 Tall Ships Hamilton**

The Tall Ships event will be taking place on June 30, July 1 and July 2<sup>nd</sup>. The City of Hamilton and the HWT are working together on this event. The HWT will receive a 10% project management fee.

**g) Outdoor Rink Operating Agreement - Hamilton**

W. Plessl reported that at last week's GIC they approved \$333,795 per year for the year round operation of the Waterfront Outdoor Rink. They also approved the renewal of the HWT Management Agreement.

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

- a) **SARCOA – Legal.** The HWT Board met on Friday, June 9<sup>th</sup> with legal counsel on next steps. A draft letter from our legal team will be emailed to the Board for comment prior to sending.

**10. Other Business**

None

**11. Next Meeting - Tuesday, July 11, 2017 (& August 8, 2017)**

The next HWT Board meeting is scheduled for Tuesday, July 11, 2017. The meeting scheduled for August 8<sup>th</sup> has been cancelled due to no quorum.

**12. Adjournment**

The meeting adjourned at 7:00pm.



B. Charters, Chairman  
Board of Trustees  
Hamilton Waterfront Trust