



**BOARD OF TRUSTEES  
MINUTES**

4:00 P.M.  
Tuesday, May 14, 2019  
HWT Boardroom, 47 Discovery Drive, Hamilton

**Present:** J. Farr, J. Partridge, E. Pauls

**Absent with Regrets:** B. Mueller, T. Jarvis

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

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1. **Call to Order**

J. Farr called the meeting to order at 4:30 pm.

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

None

3. **Delegations**

None

4. **Minutes of Previous Meetings (January 8, 2019)**

HWT1088 (J. Partridge / E. Pauls)

That the Minutes of the January 8, 2019 Hamilton Waterfront Trust Board meeting be received.  
**CARRIED**

5. **Appointment of Citizen Board Members by City**

HWT1089 (J. Partridge / E. Pauls)

That the Hamilton Waterfront Trust Appointees by the City of Hamilton, T. Jarvis and B. Mueller, for the term March 27, 2019 until the following 2022 Municipal Election be received.  
**CARRIED**

6. **Business Arising from the Minutes**

a) **Declaration regarding Employee Deduction Remittances**

HWT1090 (J. Partridge / E. Pauls)

That the Declaration for Employee Deduction Remittances be received.

**CARRIED**

**7. Outstanding Items**

**a) Feature Boards – Waterfront Development Concepts**

**HWT1091 (J. Partridge / E. Pauls)**

**That the Hamilton Waterfront Trust produce up to 10 Display Boards measuring 810 mm by 1067 mm featuring the illustrations of the concept renderings for the Redevelopment of Piers 5 to 7 at a cost of \$2,700 plus HST.**

**CARRIED**

**8. Consent Agenda**

**a) Review of monthly Business Unit Operations (January to March)**

The weather and rink conditions were favourable, however, this did not reflect in an increase in sales at Williams and the Waterfront Grill. The Skate Rental sales were good.

**b) 2018 Statistics**

Attached summary was reviewed by the HWT Board.

**c) Quotes/Tenders**

None

**HWT1092 (E. Pauls / J. Partridge)**

**That the Consent Agenda items be received.**

**CARRIED**

**9. New Business**

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

- Drawings are nearing completion. At the next meeting a 15-minute presentation will be made.
- Phase 1 construction starts end of August with completion in spring 2020.
- Pier 6 – 7 asphalt / landscaping May to December 2020 completion

**b) Art feature - Piers 6/7**

- Call for Artists will be posted on our website May 17<sup>th</sup>.
- Early June an information session will be held in the HWT Centre
- End of August the Artist will be selected. They will have 10 months to construct the art piece. It is expected to be in place December 2020.

**c) Concert – June 22, 2019**

- The concert is close to being sold out (6,500 people)
- The stage will be facing the Skyway. The concert area will be fenced off for their patrons only. There will be Food Trucks, port-a-lets and a beer tent within their fenced area.
- All HWT Operations will be open with the exception of Roller Skating.

**d) Operating Reports for Business Units**

The HWT Board was in receipt of Recommendation Reports and made the following Recommendations:

**Hamiltonian Tour Boat**

That the Hamilton Waterfront Trust continue to operate the Hamiltonian Tour Boat for its 17<sup>th</sup> season on the west end of Hamilton Harbour during the 2019 season based on the following:

- i) The 97-day operating season to commence on Saturday, May 18<sup>th</sup> (Victoria Day weekend) and finish on Monday, October 14<sup>th</sup> (Thanksgiving), operating weekends only during the first 5 weeks and the last 6 weeks of the season, and daily during the 10 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 2019 season will be \$18.00 for adults, \$16.00 for Seniors and Students, \$9.00 for Children 12 and under and free for Children 3 and under (all applicable taxes included) which are up from the 2018 rates.

**Hamilton Waterfront Trolley**

That the Hamilton Waterfront Trust continue to operate the Waterfront Trolley(s) for its 14<sup>th</sup> season in 2019 based on the following:

- i) The 2019 operating season to commence on Saturday, May 18 (Victoria Day weekend) and finish on Monday, October 14 (Thanksgiving), based on (102) day operating schedule.  
May 18<sup>th</sup> to June 15<sup>th</sup> - weekends and statutory holidays with only one trolley making 5 trips a day.
  - Daily June 24 to September 2 - operating daily with 7 departures (departure times refer to ii) below)
  - September 7 to October 14 (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 for 2019 to remain the same as 2018, \$7 for adults, \$5.00 for seniors over 65 and children 12 and under and FREE for children 3 and under.

**Waterfront Grill Operations**

That the Hamilton Waterfront Trust operate the Waterfront Grill for the 2019 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 17. (Victoria Day Long Weekend). The hours of operation include Friday 5 - 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 28 to Monday, September 2 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.**

**Hamilton Waterfront Scoops**

**That the Hamilton Waterfront Trust continue to operate Waterfront Scoops in 2019 based on the following:**

- i) **The Waterfront Scoops operating season to commence on Saturday May 4 (weather permitting) and finish on Monday, October 14 (Thanksgiving), In early May and after Labor 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 17 to Monday, September 2 from 12:00pm to 10:00pm (Sun-Thurs) and 11:00pm (Fri-Sat).**
- ii) **Scoops for the 2019 season will offer approximately 20 flavors.**
- iii) **The 2019 cost of an ice cream cone will be**
  - **One Scoop small cone \$ 3.50 + tax**
  - **Two Scoop Regular cone \$ 4.50 + tax**
  - **Three Scoop Large cone \$ 5.50 + tax**

**Waterfront Skate Rental Concession**

**That the Hamilton Waterfront Trust continue to operate the Waterfront Skate Rental Concession for the 2019 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, 2019 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 17<sup>th</sup> (Victoria Day) weather permitting, and finish on Monday, October 14<sup>th</sup> (Thanksgiving). The rental business will be operating weekends only during the first 5 weeks and the last 6 weeks of the season after Labour Day weekend. Daily operations will commence Monday, June 24, 2019. The Waterfront Skate Rental Concession (summer) will be open, weather permitting, from 12pm to 10pm on Sunday to Thursday and 12pm to 11pm on Friday and Saturday.**
- iii) **The Waterfront Skate Rental Concession rates for the 2019 season will be \$9.00 for Roller/Ice Skates including a helmet and safety equipment, \$4.00 for a helmet only (with no skate rental) and \$4.00 for safety equipment only (wrist guards, elbow and knee pads).**

**Waterfront Wheels Rental Concessions**

**That the Hamilton Waterfront Trust operate the Waterfront Wheels bike rental concession for the summer 2019 season based on the following:**

- i) **The operating season to commence on Saturday, May 18<sup>th</sup> (Victoria Day Weekend) and operate weekends, until June 22<sup>nd</sup> when daily operation commences until September 2<sup>nd</sup> (Labour Day Weekend), followed by weekends until Monday, October 14<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 2019 summer season will be: \$9/hr. for adult trikes, \$9/hr. for adult bikes (cruisers & fat boys), \$16/hr. for tandems, \$18/hr. for Surreys (one bench pedal units) and \$32/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.**

**Williams Fresh Cafe**

**That the Williams Fresh Cafe 2019 Operating Budget be received.**

**Waterfront Summer & Winter Rink**

**That the Waterfront Summer & Winter Rink 2019 Operating Budget be received.**

**Hamilton Waterfront Trust - Administration**

**That the Hamilton Waterfront Trust Administration 2019 Operating Budget (Consolidated) be received.**

**HWT1093 (J. Partridge / E. Pauls)**

**That the Operating Reports for the Business Units as presented from 9d be approved.**

**CARRIED**

**e) Summer Site Use**

The HWT Board was in receipt of an Information Report outlining the Scheduled Use of the Pier 8 Site for this summer. The events calendar is available on the HWT website at [www.hamiltonwaterfront.com](http://www.hamiltonwaterfront.com)

**f) Donation Requests**

**HWT1094 (J. Partridge / E. Pauls)**

**That the Hamilton Waterfront Trust continue to donate Hamiltonian passes for Not-for-Profit, Charitable organizations and youth-oriented organizations as deemed appropriate by staff.**

**CARRIED**

**g) HWT Website**

The HWT is making improvements to our website and it will be ready to launch to this month.

*The meeting went in-camera for discussions on legal / contractual matters (J. Partridge / E. Pauls)*

**10. a) Minutes of Previous In-Camera Meetings (January 8 and February 5, 2019)**

**HWT1095 (J. Partridge / E. Pauls)**

**That the In-Camera Minutes of the January 8 and February 5, 2019 Hamilton Waterfront Trust Board meeting be received in-camera.**

**CARRIED**

**b) Vacation Entitlement – Full Time Permanent Employees**

**HWT1096 (J. Partridge / E. Pauls)**

**That the revised vacation entitlement for the 5 full-time permanent employees of the HWT be approved.**

**CARRIED**

c) **COLA – 2019**

**HWT1098 (E. Pauls / J. Partridge)**

**That a 2.0% increase effective March 1, 2019 be given to all staff including the same increase to the minimum wage.**

**CARRIED**

d) **1869612 ONTARIO INC. – SARCOA – update**

Discussions took place in-camera.

*The meeting moved out of camera (J. Partridge / E. Pauls)*

**11. Other Business**

a) **Knot A Breast Dragon Boat Team**

**HWT1099 (J. Partridge / E. Pauls)**

**That the Knot A Breast Dragon Boat Team construct an Advertising Panel for the Hamilton Waterfront Trolley at their expense and the HWT waive the 2019 advertising fee.**

**CARRIED**

**12. Next Meeting – Tuesday, July 9, 2019**

The next HWT Board meeting is scheduled for Tuesday, July 9, 2019.

**13. Adjournment**

The meeting adjourned at 5:35pm.

J. Farr, Chairman  
Board of Trustees  
Hamilton Waterfront Trust

M. Cuthbert  
May 14, 2019