



**BOARD OF TRUSTEES  
MINUTES**

3:30 P.M.  
Tuesday, July 14, 2020  
Via ZOOM Video Communications

**Present:** T. Jarvis, J. Farr, B. Mueller,

**Absent with Regrets:** J. Partridge, E. Pauls

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

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**1. Call to Order**

T. Jarvis called the meeting to order at 3:35 pm.

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

None

**3. Delegations**

None

**4. Minutes of Previous Meeting (April 14, 2020)**

HWT1145 (J. Farr / B. Mueller)

That the Minutes of the April 14, 2020 Hamilton Waterfront Trust Board meeting be received.

**CARRIED**

**5. Business Arising from the Minutes**

**a) Declaration regarding Employee Deduction Remittances**

HWT1146 (B. Mueller / J. Farr)

That the Declaration for Employee Deduction Remittances be received.

**CARRIED**

**6. Outstanding Items**

On agenda

**7. Consent Agenda**

**a) Review of monthly Business Unit Operations**

**HWT1147 (J. Farr / B. Mueller)**

**That the Financial Report for June 2020 be received.**

**CARRIED**

**8. New Business**

**a) Covid-19 – Reopening of Operations**

- Phase 2 - Williams opened on June 22<sup>nd</sup> for pick-up, delivery and limited outdoor patio seating. Phase 3 will allow indoor seating with Covid-19 restrictions in place. Capacity of 120 inside.
- Phase 2 - Scoops & Grill are open with Covid-19 restrictions in place. Both operations are takeout. Phase 3 will see no change.

**HWT1148 (B. Mueller / J. Farr)**

**That the information as presented on the reopening of Business Units be received.**

**CARRIED**

**b) Pier 5 to 7 Redevelopment - update**

- Work completed on Hamilton Port Authority relocated marina docks access in early May 2020.
- Tender Documents are nearing completion for Phase 1 construction (Shoreline works for Piers 5 to 7).

**HWT1149 (J. Farr / B. Mueller)**

**That the Pier 5 to 7 Redevelopment update be received.**

**CARRIED**

**c) Art Feature – Piers 6/7**

- City has a signed contract with the Artist. They have obtained an engineer to design the structure. It is expected that the art pieces will be delivered in November/December 2021.

**HWT1150 (B. Mueller / J. Farr)**

**That the information on the Art Feature – Piers 6/7 be received.**

**CARRIED**

**d) 2020 Major Maintenance / Capital**

- The Threshold School of Building completed the exterior maintenance on the trolley and refinished 160 chairs in Williams with funding they received.

**HWT1151 (J. Farr / B. Mueller)**

**That the information on the 2020 Major Maintenance / Capital be received.**

**CARRIED**

**e) Scheduled Use of Pier 8 – 2020**

All events scheduled for Pier 8 this summer have been cancelled.

**HWT1152 (J. Farr / B. Mueller)**

**That the Scheduled Use of Pier 8 – 2020 be received as presented.**

**CARRIED**

**f) Annual Hamilton Harbour Fishing Derby**

**HWT1153 (J. Farr / B. Mueller)**

**That the Hamilton Harbour Fishing Derby be cancelled in 2020 due to COVID-19 Restrictions.**

**CARRIED**

**g) Sweet Retreat Donation Request**

**HWT1154 (J. Farr / B. Mueller)**

**That the Hamilton Waterfront Trust donate to the Sweet Retreat Program 25 Family Packages, for a family of 4, to use and enjoy a day's outing on Hamilton's waterfront.**

**CARRIED**

**h) Donation Requests – 2020**

**HWT1155 (B. Mueller / J. Farr)**

**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**

**9. Quotes and Tenders**

None

*The meeting went in-camera for discussions on real estate and legal matters (J. Farr / B. Mueller)*

**10. Confidential Items**

**a) Lease - 47 Discovery Drive**

Discussion took place in-camera.

**b) Financial Statements for 2019**

Discussion took place in-camera

**c) 57 Discovery Drive**

Discussion and a motion took place in-camera

**d) Cash Flow**

Discussion took place in-camera

*The meeting moved out of camera (J. Farr / B. Mueller)*

**11. Other Business**

**a) Executive Directors Report**

Parking on Pier 8 – Parking is limited due to construction. The City (formerly marina parking for Port Authority) parking lot at the top of Discovery Drive (west side) has been made available for public parking during construction. It was also noted that due to construction there are no lights in the parking lot and roadway.

**12. Next Meeting - Tuesday, September 15, 2020**

The next HWT Board meeting is scheduled for Tuesday, September 15, 2020.

**13. Adjournment**

The meeting adjourned at 4:45pm.

T. Jarvis, Chairman  
Board of Trustees  
Hamilton Waterfront Trust

M. Cuthbert  
July 14, 2020