



VISION: We will be a vibrant, dependable and clean city where services are delivered innovatively and effectively.

MISSION: To provide effective operations of the city through collaboration of members, management and staff.

Corporation of Hamilton Board Meeting, City Hall, Hamilton - 7 March 2018 - 12.30pm

Present: Rt. Wor. Charles R. Gosling, JP, Chairman
Councillor John Harvey, MBE, JP
Councillor Dennis Tucker, JP
Councillor Larry Scott
Councillor Nicholas Swan
Councillor George Scott, JP
Councillor Henry Ming
Councillor RoseAnn Edwards

Staff: Secretary - Edward Benevides
Treasurer - Tanya Iris
City Engineer - Patrick Cooper
HR Manager - Lindell Foster
Event Project Manager - Danilee Trott
Communications Manager - Zoe Mulholland

Apologies: Deputy Treasurer - Siobhan Fubler

1. Confirmation of Notice:

The Secretary confirmed that the appropriate notices of the meeting were duly given according to the meeting guide and apologized for the agenda being distributed late.

2. Role of the Chairman:

The Mayor confirmed his role as the Chairman.

3. Open Meeting:

The meeting was called to order at 12.30pm.

4. Apologies:

The Secretary confirmed that apologies had been received from Councillor Carlton Johnson and Deputy Treasurer, Siobhan Fubler.

5. Public Participation/Presentation:

There was no public participation/presentation.

6. Correspondence:

The following correspondence was received after the Agenda had been prepared and distributed to the Members:

(i) Letter from Ministry of Public Works - Estate Section dated 28 February

2018: The Mayor advised the Board that he had received a letter giving 30 days' notice to vacate 40 Front Street, Hamilton Hall, the H.M. Customs building. He further advised that upon making an inquiry, a staff member of the Customs Department indicated that there was knowledge of the intent to vacate but not aware of when or where they would be moving.

ACTION: Respond to the letter from the Ministry of Public Works, Estate Section requesting a reasonable time period to vacate the premises at 40 Front Street, H.M. Customs building which would include the time to 'make good' the space.

The Secretary advised that the lease on this property expired three (3) years ago and H.M. Customs refused to sign the renewal lease, therefore the terms of the original lease remained. The Secretary further advised that the CoH would be seeking clarification on whether this notice to vacate includes the Queens Warehouse. There is a separate lease for the Queens Warehouse. The issue is that the area identified as the Queens Warehouse has changed. A meeting is being scheduled to discuss these points in more detail.

Councillor L. Scott asked if there is a fixed period of time in the original lease to give notice to vacate or to terminate the lease. The City Engineer responded that it would probably turn into a month-by-month lease. He indicated that the terms of the lease should continue to be in force even though the lease has expired. Dialogue continued.

The City Engineer would not be able to do a proper assessment until they vacate the building. It was suggested that his matter be discussed in the next Infrastructure Committee meeting. It was doubtful that H.M. Customs would be out of the building by the end of March and anticipated that this exercise would take about 2 - 3 months to complete.

ACTION: Add letter from the Ministry of Public Works, Estate Section to the agenda for the next Infrastructure Committee meeting. **(Recording Secretary)**

ACTION: Assess the H.M. Customs building for the costs to maintain it as well as the cost for any improvements. **(City Engineer)**

(ii) Letter from Polaris Holding Company Ltd. - dated 5 March 2018: The Mayor indicated that Councillor Harvey, Chairman of the Infrastructure Committee, the Secretary and City Engineer met with him to discuss this letter on 6 March 2018.

A review of the chronology supplied by Stevedoring Services Limited (SSL) is underway together with the gathering of correspondence sent to SSL by the CoH. The Secretary advised that he was unaware of the urgency of this project from SSL.

There is a quarterly meeting held between CoH and SSL with the last meeting being held in October 2017. At that meeting it was discussed that a schedule for when the work could be done was to be determined. The City Engineer noted that the deposit for the work was paid in November 2017. The initial plan was to do the work in January 2018, however the dates were not confirmed. The work was done in February 2018. There was extensive discussion on this subject.

ACTION: Write a letter to the Chairman of Polaris acknowledging receipt and advise that a review of the chronology is underway. Write a follow-up letter responding to the points outlined in the letter of 5 March 2018 from Polaris Holding Company Ltd. **(Secretary)**

7. Minutes of Previous Board Meeting dated 7 February 2018

Proposed: Councillor G. Scott

Seconded: Councillor J. Harvey

The Minutes were accepted as read.

8. Matters arising from the Previous Board Meeting of 7 February 2018:

(i) **Disabled signs in concrete blocks will be placed wherever necessary by the end of the week:** The Secretary advised that a number of disabled signs had been installed in the sidewalk and not in concrete blocks. The City Engineer advised that there is one (1) disabled parking space that does not have a sign attached to it, i.e. the space in front of Washington Properties, Phase 3 on Church Street.

The Mayor pointed out that there is a disabled parking bay on Reid Street outside of the Washington Mall where the Disabled Parking icon is painted on the asphalt and is in need of fresh paint also had marked on the edge of the sidewalk, "Loading Zone", confusing to all- especially when any vehicle parks over the disabled icon. Also, by the area in question, there is a large pole with no sign on it.

9. Committees and Recommendations for Review:

a. Residents Advisory Committee - 8 February 2018

There are no Recommendations for review.

The Mayor mentioned that upon reading through the Minutes, he was amazed that there still was no signage for the work done by Mr. George Trott regarding the chandelier in the City Hall foyer. Councillor Ming commented that he was tasked with getting the information from the Communications Manager which he has done. The next step is to review the wording with Councillor Edwards.

b. Infrastructure Committee - 14 February 2018

RESOLUTION: That the Board approve to waive all fees except for labour costs for the use of Victoria Park for the Thinner Winner event scheduled for 7 April - 19 May 2018.

Councillor Harvey provided an overview for the above recommendation to the Board. The Secretary advised that The Athletic Club (TAC) has previously provided for the CoH to enter a team gratis when the labour costs and related fees were waived. Since which, the Sponsorship Policy has changed, and this recommendation is for the rental only. The Mayor responded that when the vote was taken he understood that the CoH would be getting a gratis team as part of the sponsorship. The Board approved the recommendation on the basis that the CoH be given a gratis team.

Proposed: Infrastructure Committee
Unanimous

The Chairman of the Infrastructure Committee provided an overview for the recommendation to the Board.

RECOMMENDATION: That the Board approve to waive the fees for the street closure of Court Street from Victoria Street to Dundonald Street for an event to be held on 24 March 2018. Also provide a list of added labour costs that Mr. Harold Smith will have to absorb.

The Secretary advised that Mr. Harold Smith had been in contact with the CoH to advise that he would not be having this event on 24 March 2018 as originally planned and no new date had been determined. It was agreed that when Mr. Smith comes back to the Infrastructure Committee with a new date, the request would be considered at that time. The Recommendation was withdrawn.

c. Finance Committee - 22 February 2018

There were no Recommendations for review.

d. Staff, Legislative & Governance Committee - 20 February 2018

There were no Recommendations for review.

10. Any Other Business:

There was no other business to be discussed.

11. Motion to Move to Restricted Session.

Proposed: Councillor L. Scott

Seconded: Councillor J. Harvey

The Public Session closed at 1.20pm.

Date

Mayor

Secretary