



**City of Hamilton**  
**PUBLIC WORKS COMMITTEE**

**Meeting #:** 18-003  
**Date:** February 22, 2018  
**Time:** 9:30 a.m.  
**Location:** Council Chambers, Hamilton City Hall  
71 Main Street West

Lauri Leduc, Legislative Coordinator (905) 546-2424 ext. 4102

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	<b>Pages</b>
<b>1. APPROVAL OF AGENDA</b>	
(Added Items, if applicable, will be noted with *)	
<b>2. DECLARATIONS OF INTEREST</b>	
<b>3. APPROVAL OF MINUTES OF PREVIOUS MEETING</b>	
3.1 February 5, 2018	4
<b>4. DELEGATION REQUESTS</b>	
<b>5. CONSENT ITEMS</b>	
5.1 Intersection Control List (PW18001) (Wards 1, 3, 9 and 11)	23
5.2 Minutes of the Keep Hamilton Clean and Green Committee	
5.2.a February 21, 2017	30
5.2.b March 21, 2017	36
5.2.c May 16, 2017	39
5.2.d June 20, 2017	43
5.2.e July 18, 2017	49

5.2.f	September 19, 2017	55
5.2.g	October 17, 2017	
5.3	Minutes of the Waste Management Advisory Committee - November 22, 2017	60
<b>6.</b>	<b>PUBLIC HEARINGS / DELEGATIONS</b>	
6.1	Giovanni Puzzo respecting Bike Lanes on Bay Street (no copy)	
<b>7.</b>	<b>STAFF PRESENTATIONS</b>	
<b>8.</b>	<b>DISCUSSION ITEMS</b>	
8.1	Gypsy Moth Infestation Control (City Wide) (PW17088(a))	64
8.2	Waste Management System Development - Waste Processing Contracts (PW16059(c)) (City Wide) (Outstanding Business List)	72
	Discussion of Appendix B of Report PW16059(c) is pursuant to the following requirements of the City of Hamilton's Procedural By-law and Sections 239(2)(j) and (k): a trade secret or scientific, technical, commercial, financial and labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonable 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 and a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.	
8.3	Changes to Transfer of Review Program with Ministry of Environment and Climate Change (PW18019/PED18053) (City Wide)	84
<b>9.</b>	<b>MOTIONS</b>	
9.1	Capital Projects Funding from the Ward 2 Area Rating Capital Reserve	89
9.2	Inch Park Improvements (Ward 7)	93
<b>10.</b>	<b>NOTICES OF MOTION</b>	

**11. GENERAL INFORMATION / OTHER BUSINESS**

11.1 Outstanding Business List Item considered complete and to be removed:

11.1.a Waste Management System Development (Item 8.2 of today's agenda)

11.2 Outstanding Business List Item requiring a revised due date:

11.2.a Everyone Rides Initiative Current Date: March, 2018 Revised Date: May 14, 2018

**12. PRIVATE AND CONFIDENTIAL**

**13. ADJOURNMENT**



## **PUBLIC WORKS COMMITTEE**

### **MINUTES 18-002**

**9:30 a.m.**

**Monday, February 5, 2018**

**Council Chambers**

**Hamilton City Hall**

**71 Main Street West**

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**Present:** Councillor L. Ferguson (Chair)  
Councillor T. Jackson (Vice Chair)  
Councillors S. Merulla, C. Collins, T. Whitehead,  
D. Conley and A. VanderBeek

**Absent with Regrets:** Councillor R. Pasuta – Personal

**Also Present:** Councillor J. Farr

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#### **THE FOLLOWING ITEMS WERE REFERRED TO COUNCIL FOR CONSIDERATION:**

**1. Biosolids Management Project – Novation of Financial Agreement (PW18005) (City Wide) (Item 5.1)**

**(Merulla/Collins)**

- (a) That the General Manager of Public Works be authorized and directed to negotiate the terms of the Novation Agreement with PPP Canada Incorporated (PPP Canada) and Infrastructure Canada (IC), including any ancillary documents required to give effect thereto, in a form satisfactory to the City Solicitor;
- (b) That the Mayor and City Clerk be authorized and directed to execute the Novation Agreement, including any ancillary documents required to give effect thereto, in a form satisfactory to the General Manager of Public Works and City Solicitor.

**CARRIED**

**2. Proposed Permanent Closure and Sale of a Portion of a Public Unassumed Alley Abutting 121 Vansitmart Avenue, 414 Cope Street and 407 Tragina Avenue North, Hamilton (PW18011) (Ward 4) (Item 6.1)****(Merulla/Collins)**

That the applications of the owners of 121 Vansitmart Avenue, 414 Cope Street, and 407 Tragina Avenue North, Hamilton, to permanently close and purchase a portion of the unassumed alleyway abutting the North side of 121 Vansitmart Avenue, 414 Cope Street, and 407 Tragina Avenue North, Hamilton, ("Subject Lands"), as shown on Appendix "A", attached to Report PW18011, be approved, subject to the following conditions:

- (a) That the applicant makes an application to the Ontario Superior Court of Justice, under Section 88 of the Registry Act, for an order to permanently close the Subject Lands, if required by the City, subject to:
  - (i) The General Manager of Public Works, or designate, signing the appropriate documentation to obtain any required court order; and
  - (ii) The documentation regarding any required application to the Ontario Superior Court of Justice being prepared by the applicant, to the satisfaction of the City Solicitor;
- (b) That the applicants be fully responsible for the deposit of a reference plan in the proper land registry office, and that said plan be prepared by an Ontario Land Surveyor, to the satisfaction of the Manager, Geomatics and Corridor Management Section, and that the applicant also deposit a reproducible copy of said plan with the Manager, Geomatics and Corridor Management Section;
- (c) That, subject to any required application to the Ontario Superior Court of Justice to permanently close the Subject Lands being approved:
  - (i) The City Solicitor be authorized and directed to prepare all necessary by-laws to permanently close and sell the alleyway, for enactment by Council;
  - (ii) The Real Estate Section of the Planning and Economic Development Department be authorized and directed to sell a portion of the closed alleyway to the owners of 121 Vansitmart Avenue, Hamilton, shown as Parcel B in Appendix A, as described in Report PW18011, in accordance with the City of Hamilton Sale of Land Policy By-law 14-204, at fair market value;
  - (iii) The Real Estate Section of the Planning and Economic Development Department be authorized and directed to sell a portion of the closed alleyway to the owners of 414 Cope St and 407 Tragina Avenue North, Hamilton, shown as Parcels A and C, Appendix A, as described in Report PW18011, in accordance with the City of Hamilton Sale of Land Policy By-law 14-204, at a nominal fee;

- (iv) The City Solicitor be authorized and directed to register a certified copy of the by-laws permanently closing and selling the alleyway in the proper land registry office;
- (v) The Public Works Department provide any required notice of the City's intention to pass the by-laws and/or permanently sell the closed alleyway pursuant to City of Hamilton Sale of Land Policy By-law 14-204;
- (d) That the applicant enters into agreements with the City of Hamilton and any Public Utility requiring easement protection.

**CARRIED**

**3. Proposed Permanent Closure and Sale of a Portion of Public Unassumed Alley Abutting 195 Emerald Street South, Hamilton (PW18012) (Ward 2) (Item 6.2)**

**(Conley/Collins)**

That the application of the owner of 195 Emerald Street South to permanently close and purchase a portion of the unassumed alleyway abutting the east side of 195 Emerald Street South, Hamilton ("Subject Lands"), as shown on Appendix "A", attached to Report PW18012, be approved, subject to the following conditions:

- (a) That the applicant makes an application to the Ontario Superior Court of Justice, under Section 88 of the Registry Act, for an order to permanently close the Subject Lands, if required by the City, subject to:
  - (i) The General Manager of Public Works, or designate, signing the appropriate documentation to obtain any required court order; and
  - (ii) The documentation regarding any required application to the Ontario Superior Court of Justice being prepared by the applicant, to the satisfaction of the City Solicitor;
- (b) That the applicant be fully responsible for the deposit of a reference plan in the proper land registry office, and that said plan be prepared by an Ontario Land Surveyor, to the satisfaction of the Manager, Geomatics and Corridor Management Section, and that the applicant also deposit a reproducible copy of said plan with the Manager, Geomatics and Corridor Management Section;
- (c) That, subject to any required application to the Ontario Superior Court of Justice to permanently close the Subject Lands being approved:
  - (i) The City Solicitor be authorized and directed to prepare all necessary by-laws to permanently close and sell the alleyway, for enactment by Council;

- (ii) The Real Estate Section of the Planning and Economic Development Department be authorized and directed to sell the closed alleyway to the owners of 195 Emerald Street South, Hamilton, as described in Report PW18012, in accordance with the City of Hamilton Sale of Land Policy By-law 14-204, for a nominal fee;
  - (iii) The City Solicitor be authorized and directed to register a certified copy of the by-laws permanently closing and selling the alleyway in the proper land registry office;
  - (iv) The Public Works Department provide any required notice of the City's intention to pass the by-laws and/or permanently sell the closed alleyway pursuant to City of Hamilton Sale of Land Policy By-law 14-204;
- (d) That the applicant enters into agreements with any Public Utility requiring easement protection.

**CARRIED**

**4. Proposed Permanent Closure and Sale of a Portion of Public Unassumed Alley Abutting 13 Clyde Street, Hamilton (PW18013) (Ward 3) (Item 6.3)**

**(Whitehead/Conley)**

That the application of the owner of 13 Clyde Street, Hamilton, to permanently close and purchase a portion of the unassumed alleyway abutting the south side of 13 Clyde Street, Hamilton, ("Subject Lands"), as shown on Appendix "A", attached to Report PW18013, be approved, subject to the following conditions:

- (a) That the applicant makes an application to the Ontario Superior Court of Justice, under Section 88 of the Registry Act, for an order to permanently close the Subject Lands, if required by the City, subject to:
  - (i) The General Manager of Public Works, or designate, signing the appropriate documentation to obtain any required court order; and
  - (ii) The documentation regarding any required application to the Ontario Superior Court of Justice being prepared by the applicant, to the satisfaction of the City Solicitor;
- (b) That the applicant be fully responsible for the deposit of a reference plan in the proper land registry office, and that said plan be prepared by an Ontario Land Surveyor, to the satisfaction of the Manager, Geomatics and Corridor Management Section, and that the applicant also deposit a reproducible copy of said plan with the Manager, Geomatics and Corridor Management Section;
- (c) That, subject to any required application to the Ontario Superior Court of Justice to permanently close the Subject Lands being approved:

- (i) The City Solicitor be authorized and directed to prepare all necessary by-laws to permanently close and sell the alleyway, for enactment by Council;
- (ii) The Real Estate Section of the Planning and Economic Development Department be authorized and directed to sell the closed alleyway to the owners of 13 Clyde Street, Hamilton, as described in Report PW18013, in accordance with the City of Hamilton Sale of Land Policy By-law 14-204, for a nominal fee;
- (iii) The City Solicitor be authorized and directed to register a certified copy of the by-laws permanently closing and selling the alleyway in the proper land registry office;
- (iv) The Public Works Department provide any required notice of the City's intention to pass the by-laws and/or permanently sell the closed alleyway pursuant to City of Hamilton Sale of Land Policy By-law 14-204.

**CARRIED**

**5. Proposed Permanent Closure and Sale of a Portion of Public Unassumed Alley Abutting 323 Catharine Street North and 308-310 John Street North, Hamilton (PW18014) (Ward 2) (Item 6.4)**

**(Collins/Jackson)**

That the application Buzz Street Properties Inc., to permanently close and purchase a portion of the unassumed alleyway abutting the South side of 323 Catharine Street North and the Rear of 308-310 John Street South, Hamilton, ("Subject Lands"), as shown on Appendix "A", attached to Report PW18014, be approved, subject to the following conditions:

- (a) That the applicant makes an application to the Ontario Superior Court of Justice, under Section 88 of the Registry Act, for an order to permanently close the Subject Lands, if required by the City, subject to:
  - (i) The General Manager of Public Works, or designate, signing the appropriate documentation to obtain any required court order; and
  - (ii) The documentation regarding any required application to the Ontario Superior Court of Justice being prepared by the applicant, to the satisfaction of the City Solicitor;
- (b) That the applicant be fully responsible for the deposit of a reference plan in the proper land registry office, and that said plan be prepared by an Ontario Land Surveyor, to the satisfaction of the Manager, Geomatics and Corridor Management Section, and that the applicant also deposit a reproducible copy of said plan with the Manager, Geomatics and Corridor Management Section;

- (c) That, subject to any required application to the Ontario Superior Court of Justice to permanently close the Subject Lands being approved:
  - (i) The City Solicitor be authorized and directed to prepare all necessary by-laws to permanently close and sell the alleyway, for enactment by Council;
  - (ii) The Real Estate Section of the Planning and Economic Development Department be authorized and directed to sell the closed alleyway to Buzz Street Properties Inc., as described in Report PW18014, in accordance with the City of Hamilton Sale of Land Policy By-law 14-204, **at an nominal fee**;
  - (iii) The City Solicitor be authorized and directed to register a certified copy of the by-laws permanently closing and selling the alleyway in the proper land registry office;
  - (iv) The Public Works Department provide any required notice of the City's intention to pass the by-laws and/or permanently sell the closed alleyway pursuant to City of Hamilton Sale of Land Policy By-law 14-204;
- (d) That the applicant enters into agreements with any Public Utility requiring easement protection;
- (e) That the applicant enter into private agreements with those property owners abutting the east/west and north/south portion of the Subject Lands, to allow those property owners unobstructed access to their properties over the east/west and north/south portion of the Subject Lands.

**Main Motion as Amended CARRIED**

**6. Transit Passenger Shelter Advertising Agreement (PW15071(b)) (City Wide)  
(Item 8.1)**

**(Merulla/Jackson)**

- (a) That the General Manager of Public Works be authorized and directed to enter into negotiations with a single source, Outfront Media, for a contract extension for two additional years of the existing Hamilton Street Railway (HSR) Transit Passenger Shelter Agreement, to expire on December 31, 2019;
- (b) That the General Manager of Public Works, or designate, be authorized and directed to execute all necessary documents to implement subsection (a), in a form satisfactory to the City Solicitor.

**CARRIED**

**7. PRESTO Third Party Retail Vendor (PW17033(b)) (City Wide) (Item 8.2)**

**(Collins/Conley)**

That Council authorize the General Manager of Public Works, or his/her delegate, to execute on behalf of the City all documents necessary to effect an agreement with Metrolinx for the retail distribution of the PRESTO card in a form that is acceptable to the City Solicitor.

**CARRIED**

**8. Mandatory Drive Thru Garbage Container (Item 9.1)**

**(Merulla/Collins)**

WHEREAS, Tim Hortons locations in the City of Hamilton have recently discontinued providing waste disposal containers in drive thru restaurants; and,

WHEREAS, the amount of litter has increased significantly in neighbourhoods with Tim Horton drive thru restaurants; and,

WHEREAS, it is incumbent of good corporate citizens to contain litter related to their products,

THEREFORE BE IT RESOLVED:

That staff from the appropriate department/division be directed to study the feasibility of enacting a bylaw obligating all drive thru restaurants to have the proper number of waste disposal containers **and recycling containers** available to drive thru customers and report back to the appropriate Standing Committee.

**Main Motion as Amended CARRIED**

**9. Ward 4 Playgrounds: McQuesten Urban Farm; 121 Parkdale Avenue North (Parkdale School) and Leaside Park, Hamilton (Item 9.2)**

**(Merulla/Collins)**

WHEREAS, since approximately 1994, the City of Hamilton has inspected and maintained a playground structure on property owned by the Hamilton Wentworth District School Board (HWDSB) at 121 Parkdale Ave. North (Parkdale School), Hamilton;

WHEREAS, the playground structure at 121 Parkdale Ave. North (Parkdale School, is used by the school community, has now become worn-out;

WHEREAS, a formal agreement for the operation and maintenance of the proposed structures will be required for the public amenity on non-City owned lands; and,

WHEREAS, \$350,000 (\$175,000 per structure) has been allocated for the design, disposal and construction of the replacement of the play structures and safety surface, with the funding coming from the Ward 4 Area Reserve;

THEREFORE BE IT RESOLVED:

- (a) That the feasibility of the design and installation of a new playground at the McQuesten Urban Farm be investigated and constructed where feasible at an approximate cost of \$175,000 to be funded from the Ward 4 Area Rating Reserve Account #108054, be approved;
- (b) That the General Manager of Public Works be authorized and directed to approve and execute any and all required agreements and ancillary documents, between the City of Hamilton and the Hamilton Wentworth District School Board, for the disposal of the existing play structure, and the design and construction of new play structure at 121 Parkdale Avenue Hamilton (Parkdale School), in a form satisfactory to the City Solicitor; and,
- (c) That play structure improvements at Leaside Park, including the addition of a new play structure (design, construction and safety surfacing) at an approximate cost of \$50,000, be funded through the Ward 4 Area Reserve, with any unspent funds to be returned to the reserve.

**CARRIED**

**10. Resurfacing of the Westoby (Olympic) Arena Parking Lot (Ward 13) (Added Item 10.1)**

**(VanderBeek/Whitehead)**

WHEREAS, the Parking Lot at Westoby (Olympic) Arena in Dundas has become structurally deficient and is in need of resurfacing; and,

WHEREAS, this will improve the level-of-service, increase safety and reduce maintenance costs; and,

WHEREAS, Project ID 7101654613 Westoby (Olympic) Arena Roof was completed on time and under budget with a WIP surplus; and,

WHEREAS, Project ID 3541741648 Parking Lot Rehabilitation (2017) has a WIP surplus,

THEREFORE BE IT RESOLVED:

- (a) That staff be directed to create Project ID 7101854815 Westoby (Olympic) Arena Parking Lot Resurfacing with a budget of \$388,000;

- (b) That the newly created Project ID 7101854815 Westoby (Olympic) Arena Parking Lot Resurfacing be funded in the amount of \$178,000 from Project ID 7101654613 Westoby (Olympic) Arena Roof and \$210,000 from Project ID 3541741648 Parking Lot Rehabilitation (2017).

**CARRIED**

**FOR INFORMATION:**

**(a) APPROVAL OF THE AGENDA (Item 1)**

The Committee Clerk advised of the following changes to the agenda.

**1. PUBLIC HEARINGS/DELEGATIONS (Item 6)**

- 6.1 Proposed Permanent Closure and Sale of a Portion of a Public Unassumed Alley Abutting 121 Vansitmart Avenue, 414 Cope Street and 407 Tragina Avenue North, Hamilton (PW18011) (Ward 4)

Registered Speaker: Sergio Manchia, Urban Solutions

**2. MOTIONS (Item 9)**

- 9.2 284 Melvin Avenue (former St. Helen's School); 121 Parkside Avenue North (Parkdale School) and Leaside Park, Hamilton

The motion in the agenda has been deleted and replaced with a revised version.

**3. ADDED NOTICES OF MOTION (Item 10)**

- 10.1 Resurfacing of the Westoby (Olympic) Arena Parking Lot (Ward 13)

**(VanderBeek/Conley)**

That the Agenda for the February 5, 2018 meeting of the Public Works Committee be approved, as amended.

**CARRIED**

**(b) DECLARATIONS OF INTEREST (Item 2)**

There were no declarations of interest.

**(c) APPROVAL OF MINUTES OF PREVIOUS MEETING (Item 3)****(i) January 15, 2018 (Item 3.1)****(VanderBeek/Conley)**

That the Minutes of the January 15, 2018 Public Works Committee meeting be approved, as presented.

**CARRIED****(d) DELEGATION REQUESTS (Item 4)****(i) Arthur Gallant respecting Concerns with the HSR (Item 4.1)****(VanderBeek/Conley)**

That the delegation request from Arthur Gallant respecting Concerns with the HSR, be approved for a future meeting.

**CARRIED****(e) CONSENT ITEMS (Item 5)****(i) Minutes 17-003 of the Accessible Transit Services Review Sub-Committee – November 2, 2017 (Item 5.1)****(Conley/Collins)**

That the Minutes of the Accessible Transit Services Review Sub-Committee dated November 2, 2017, be received.

**CARRIED****(f) PUBLIC HEARINGS / DELEGATIONS (Item 6)****(i) Proposed Permanent Closure and Sale of a Portion of a Public Unassumed Alley Abutting 121 Vansitmart Avenue, 414 Cope Street and 407 Tragina Avenue North, Hamilton (PW18011) (Ward 4) (Item 6.1)**

Chair Ferguson advised that notice of a proposed closure and sale of a Public Alley Abutting 121 Vansitmart Avenue, 414 Cope Street and 407 Tragina Avenue North, Hamilton was given as required under the City's By-law #14-204 – the Sale of Land Policy By-law.

The Committee Clerk advised that one individual registered to speak to the matter.

The Chair called Mr. Sergio Manchia with Urban Solutions, to come to the podium to address the Committee.

Mr. Manchia advised that he was speaking to the matter on behalf of the applicants, the Kemp Family.

Mr. Manchia spoke in support of the application and thanked staff for their assistance.

**(Merulla/VanderBeek)**

That the delegation from Sergio Manchia, Urban Solutions, respecting the Proposed Permanent Closure and Sale of a Portion of a Public Unassumed Alley Abutting 121 Vansitmart Avenue, 414 Cope Street and 407 Tragina Avenue North, Hamilton, be received.

**CARRIED**

The Chair asked if there were any other members of the public in attendance who wished to come forward to speak to the matter. No individuals came forward.

For disposition of this matter, refer to Item 2.

**(ii) Proposed Permanent Closure and Sale of a Portion of Public Unassumed Alley Abutting 195 Emerald Street South, Hamilton (PW18012) (Ward 2) (Item 6.2)**

Chair Ferguson advised that notice of a proposed closure and sale of a Public Unassumed Alley Abutting 195 Emerald Street South, Hamilton was given as required under the City's By-law #14-204 – the Sale of Land Policy By-law.

The Committee Clerk advised that no individuals registered to speak to the matter.

The Chair asked if there were any members of the public in attendance who wished to come forward to speak to the matter. No individuals came forward.

For disposition of this matter, refer to Item 3.

**(iii) Proposed Permanent Closure and Sale of a Portion of Public Unassumed Alley Abutting 13 Clyde Street, Hamilton (PW18013) (Ward 3) (Item 6.3)**

Chair Ferguson advised that notice of a proposed closure and sale of a Public Unassumed Alley Abutting 13 Clyde Street, Hamilton was given as required under the City's By-law #14-204 – the Sale of Land Policy By-law.

The Committee Clerk advised that no individuals registered to speak to the matter.

The Chair asked if there were any members of the public in attendance who wished to come forward to speak to the matter. No individuals came forward.

For disposition of this matter, refer to Item 4.

**(iv) Proposed Permanent Closure and Sale of a Portion of Public Unassumed Alley Abutting 323 Catharine Street North and 308-310 John Street North, Hamilton (PW18014) (Ward 2) (Item 6.4)**

Chair Ferguson advised that notice of a proposed closure and sale of a Public Unassumed Alley Abutting 323 Catharine Street North and 308-310 John Street North, Hamilton was given as required under the City's By-law #14-204 – the Sale of Land Policy By-law.

The Committee Clerk advised that no individuals registered to speak to the matter.

The Chair asked if there were any members of the public in attendance who wished to come forward to speak to the matter. No individuals came forward.

**(Collins/Jackson)**

That Item 6.4 respecting a Proposed Permanent Closure and Sale of a Portion of Public Unassumed Alley Abutting 323 Catharine Street North and 308-310 John Street North, Hamilton be amended by removing the words "at an nominal fee" from Sub-Section (c)(ii), to read as follows:

That the application Buzz Street Properties Inc., to permanently close and purchase a portion of the unassumed alleyway abutting the South side of 323 Catharine Street North and the Rear of 308-310 John Street South, Hamilton, ("Subject Lands"), as shown on Appendix "A", attached to Report PW18014, be approved, subject to the following conditions:

- (a) That the applicant makes an application to the Ontario Superior Court of Justice, under Section 88 of the Registry Act, for an order to permanently close the Subject Lands, if required by the City, subject to:
  - (i) The General Manager of Public Works, or designate, signing the appropriate documentation to obtain any required court order; and
  - (ii) The documentation regarding any required application to the Ontario Superior Court of Justice being prepared by the applicant, to the satisfaction of the City Solicitor;
- (b) That the applicant be fully responsible for the deposit of a reference plan in the proper land registry office, and that said plan be prepared by an Ontario Land Surveyor, to the satisfaction of the Manager, Geomatics and Corridor Management Section, and that the applicant also deposit a reproducible copy of said plan with the Manager, Geomatics and Corridor Management Section;
- (c) That, subject to any required application to the Ontario Superior Court of Justice to permanently close the Subject Lands being approved:
  - (i) The City Solicitor be authorized and directed to prepare all necessary by-laws to permanently close and sell the alleyway, for enactment by Council;
  - (ii) The Real Estate Section of the Planning and Economic Development Department be authorized and directed to sell the closed alleyway to Buzz Street Properties Inc., as described in Report PW18014, in accordance with the City of Hamilton Sale of Land Policy By-law 14-204, ***at an nominal fee***;
  - (iii) The City Solicitor be authorized and directed to register a certified copy of the by-laws permanently closing and selling the alleyway in the proper land registry office;
  - (iv) The Public Works Department provide any required notice of the City's intention to pass the by-laws and/or permanently sell the closed alleyway pursuant to City of Hamilton Sale of Land Policy By-law 14-204;
- (d) That the applicant enters into agreements with any Public Utility requiring easement protection;

- (e) That the applicant enter into private agreements with those property owners abutting the east/west and north/south portion of the Subject Lands, to allow those property owners unobstructed access to their properties over the east/west and north/south portion of the Subject Lands.

***Amendment CARRIED***

For disposition of this matter, refer to Item 5.

**(g) DISCUSSION ITEMS (Item 8)**

**(i) PRESTO Third Party Retail Vendor (PW17033(b)) (Item 8.2)**

**(Collins/Conley)**

That Report PW17033(b) respecting the PRESTO Third Party Retail Vendor, be LIFTED from the table.

**CARRIED**

For further disposition of this matter, refer to Item 7.

**(h) MOTIONS (Item 9)**

**(i) Mandatory Drive Thru Garbage Containers (Item 9.1)**

**(Merulla/Collins)**

That Item 9.1 respecting a motion about Mandatory Drive Thru Garbage Containers be amended by adding the words “and recycling containers” to read as follows:

That staff from the appropriate department/division be directed to study the feasibility of enacting a bylaw obligating all drive thru restaurants to have the proper number of waste disposal containers ***and recycling containers*** available to drive thru customers and report back to the appropriate Standing Committee.

***Amendment CARRIED***

For further disposition of this matter, refer to Item 8.

**(ii) 284 Melvin Avenue (former St. Helen’s School); 121 Parkside Avenue North (Parkdale School) and Leaside Park, Hamilton (Item 9.2)**

**(Merulla/Collins)**

That Item 9.2 being a motion respecting 284 Melvin Avenue (former St. Helen's School); 121 Parkside Avenue North (Parkdale School) and Leaside Park, Hamilton be deleted in its entirety and replaced with the following motion:

~~**Ward 4 Playgrounds: 284 Melvin Avenue (former St. Helen's School); 121 Parkside Avenue North (Parkdale School) and Leaside Park, Hamilton**~~

~~WHEREAS, since approximately 1994, the City of Hamilton has inspected and maintained a playground structure on property owned by the Hamilton Wentworth Catholic District School Board (HWGDSB) at 384 Melvin Avenue, Hamilton (formerly St. Helen's School;~~

~~WHEREAS, since approximately 1994, the City of Hamilton has inspected and maintained a playground structure on property owned by the Hamilton Wentworth District School Board (HWDSB) at 121 Parkdale Ave. North (Parkdale School), Hamilton;~~

~~WHEREAS, the playground structures at 384 Melvin Avenue, Hamilton (formerly St. Helen's School); and, 121 Parkdale Ave. North (Parkdale School, both of which are used by the school communities and members of the public, have now become worn-out;~~

~~WHEREAS, a formal agreement for the operation and maintenance of the proposed structures will be required for the public amenity on non-City owned lands; and,~~

~~WHEREAS, \$350,000 (\$175,000 per structure) has been allocated for the design, disposal and construction of the replacement of the play structures and safety surface, with the funding coming from the Ward 4 Area Reserve;~~

~~THEREFORE BE IT RESOLVED:~~

~~(a) That the disposal of the existing play structure, and the design and installation of a new playground, at 384 Melvin Avenue, Hamilton (formerly St. Helen's Elementary School), at an approximate cost of \$175,000 to be funded from the Ward 4 Area Rating Reserve Account #108054, be approved;~~

~~(b) That the disposal of the existing play structure, and the design and installation of a new playground, at 121 Parkdale Avenue North (Parkdale School), Hamilton, at an approximate cost of \$175,000 to be funded from the Ward 4 Area Rating Reserve Account #108054, be approved;~~

- ~~(c) That the General Manager of Public Works be authorized and directed to approve and execute any and all required agreements and ancillary documents, between the City of Hamilton and the Hamilton Wentworth Catholic District School Board, for the disposal of the existing play structure, and the design and construction of new play structure at 384 Melvin Avenue Hamilton (formerly St. Helen's School), in a form satisfactory to the City Solicitor;~~
- ~~(d) That the General Manager of Public Works be authorized and directed to approve and execute any and all required agreements and ancillary documents, between the City of Hamilton and the Hamilton Wentworth District School Board, for the disposal of the existing play structure, and the design and construction of new play structure at 121 Parkdale Avenue Melvin Avenue Hamilton (Parkdale School), in a form satisfactory to the City Solicitor; and,~~
- ~~(e) That play structure improvements at Leaside Park, at an approximate cost of 50,000, be funded through the Ward 4 Area Reserve, with any unspent funds to be returned to the reserve.~~

**Ward 4 Playgrounds: McQuesten Urban Farm; 121 Parkdale Avenue North (Parkdale School) and Leaside Park, Hamilton**

WHEREAS, since approximately 1994, the City of Hamilton has inspected and maintained a playground structure on property owned by the Hamilton Wentworth District School Board (HWDSB) at 121 Parkdale Ave. North (Parkdale School), Hamilton;

WHEREAS, the playground structure at 121 Parkdale Ave. North (Parkdale School), is used by the school community, has now become worn-out;

WHEREAS, a formal agreement for the operation and maintenance of the proposed structures will be required for the public amenity on non-City owned lands; and,

WHEREAS, \$350,000 (\$175,000 per structure) has been allocated for the design, disposal and construction of the replacement of the play structures and safety surface, with the funding coming from the Ward 4 Area Reserve;

THEREFORE BE IT RESOLVED:

- (a) That the feasibility of the design and installation of a new playground at the McQuesten Urban Farm be investigated and constructed where feasible at an approximate cost of \$175,000 to be funded from the Ward 4 Area Rating Reserve Account #108054, be approved;

- (b) That the General Manager of Public Works be authorized and directed to approve and execute any and all required agreements and ancillary documents, between the City of Hamilton and the Hamilton Wentworth District School Board, for the disposal of the existing play structure, and the design and construction of new play structure at 121 Parkdale Avenue Hamilton (Parkdale School), in a form satisfactory to the City Solicitor; and,
- (c) That play structure improvements at Leaside Park, including the addition of a new play structure (design, construction and safety surfacing) at an approximate cost of \$50,000, be funded through the Ward 4 Area Reserve, with any unspent funds to be returned to the reserve.

**CARRIED**

For further disposition of this matter, refer to Item 9.

**(i) NOTICES MOTION (Item 10)**

**(i) Resurfacing of the Westoby (Olympic) Arena Parking Lot (Ward 13)  
(Added Item 10.1)**

Councillor VanderBeek introduced a Notice of Motion respecting the Resurfacing of the Westoby (Olympic) Arena Parking Lot.

**(VanderBeek/Whitehead)**

That the rules of order be waived in order to allow for the introduction of a motion respecting the Resurfacing of the Westoby (Olympic) Arena Parking Lot.

**CARRIED**

For further disposition of this matter, refer to Item 10.

**(ii) Capital Project Funding from the Ward 2 Area Rating Capital Reserve  
(Added Item 10.2)**

Councillor Merulla introduced the Notice of Motion respecting Capital Project Funding from the Ward 2 Area Rating Capital Reserve.

- (a) That staff be directed to complete the following capital projects with funding to come from the Ward 2 Area Rating Capital Reserve:

- (i) Hunter Street and Walnut Street Barrier Planter - \$1475.78
- (ii) George Street Pedestrian Mall Bollards (George Street at Hess Street) - \$5,000
- (iii) George Street Planters and Seasonal Lighting - \$7,000
- (iv) Laneway Maintenance Reserve - \$30,000
- (v) Corktown Intersection Safety Improvements (Walnut Street and Augusta Street) - \$22,000
- (vi) Safety and Security Infrastructure at 226 Rebecca Street (CityHousing Hamilton)
- (vii) Security Infrastructure at 155 Park Street (CityHousing Hamilton)
- (viii) North End Road Resurfacing Reserve - \$100,000
- (ix) Ward 2 Public Bench Memorial Program Reserve - \$10,000
- (x) Durand Neighbourhood Association/Ward 2 YWCA Seniors Program and Women's Shelter contribution to major capital replacement of cooling system - \$150,000
- (xi) George Street Promenade lighting / planter boxes / beautification Reserve - \$15,000
- (xii) George Street at Hess barrier - \$5,000
- (xiii) Corktown Affordable Housing Partnership (Corktown Co-ops Phase 2) - \$42,000
- (xiv) James North Art Crawl sidewalk safety measures for summer 2018 - \$60,000

- (b) That the Mayor and City Clerk be authorized and directed to execute any required agreement(s) required by any of the above projects with such terms and conditions being in a form satisfactory to the City Solicitor.

**(j) GENERAL INFORMATION/OTHER BUSINESS (Item 11)**

**(i) Changes to the Outstanding Business List (Item 11.1)**

**(VanderBeek/Whitehead)**

That the following amendments to the Outstanding Business List, be approved:

- (a) Items requiring a revised due date:

Two-way Cycling and Multi-Use Trail Facility on the Claremont Access

Current Date: February 5, 2018

Revised Date: April 30, 2018

(b) Items considered complete and to be removed:

Affordable Housing Units for Seniors as Park of the Riverdale Recreation Expansion Project (dealt with at GIC on November 1, 2017 (Item 5))

**CARRIED**

**(k) ADJOURNMENT (Item 13)**

**(Jackson/Conley)**

That there being no further business, the Public Works Committee be adjourned at 10:21 a.m.

**CARRIED**

Respectfully submitted,

Councillor L. Ferguson, Chair  
Public Works Committee

Lauri Leduc  
Legislative Coordinator  
Office of the City Clerk

Martin White, Extension 4345  
PW18001

**INTERSECTION CONTROL LIST**  
Public Works Committee – February 22, 2018  
**PUBLIC WORKS DEPARTMENT**  
Roads and Traffic Division  
Traffic Operations & Engineering Section

**RECOMMENDATION**

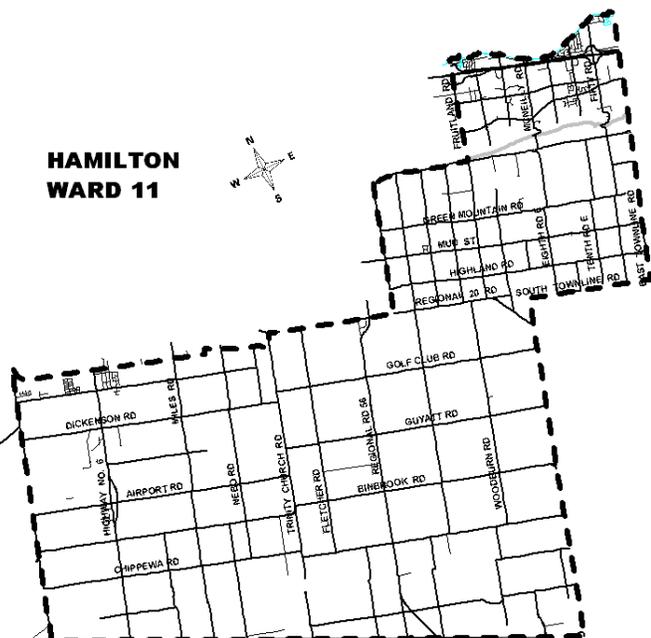
That the appropriate By-law be presented to Council to provide traffic control as follows:

Intersection		Stop Control Direction		Class	Comments / Petition	Ward	
Street 1	Street 2	Existing	Requested				
<b>Section "D" Glanbrook</b>							
(a)	White Church Road East	Nebo Road	NB/SB	All	C	Converting to all-way stop – Clr approved	11
<b>Section "E" Hamilton</b>							
(b)	Afton Avenue	Prospect Street	NB/SB	All	A	Converting to all-way stop – Clr approved	3
(c)	Leland Street	Sussex Street	WB	All	A	Converting to all-way stop – Clr approved	1
<b>Section "F" Stoney Creek</b>							
(d)	Slinger Avenue	Aubrey Avenue	EB/WB	All	A	Converting to all-way stop – Clr approved	9



**KEY MAP**

**HAMILTON  
WARD 11**



**LOCATION PLAN**

*PROPOSED STOP CONTROL:*

**White Church Road at Nebo Road**

Roads and Traffic Division  
PUBLIC WORKS DEPARTMENT

**LEGEND**

- EXISTING STOP
- PROPOSED STOP

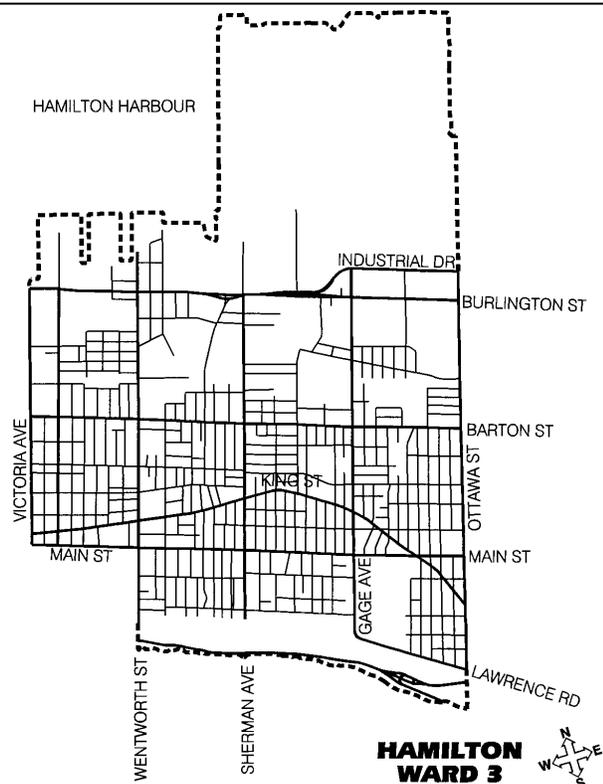
SCALE  
**NOT TO SCALE**

DATE  
**February 22, 2018**



Proposed  
Stop  
Location

### KEY MAP



**HAMILTON  
WARD 3**

### LOCATION PLAN

*PROPOSED STOP CONTROL:*

**Afton Avenue at Prospect Street**

Roads and Traffic Division  
PUBLIC WORKS DEPARTMENT

### LEGEND

-  EXISTING STOP
-  PROPOSED STOP

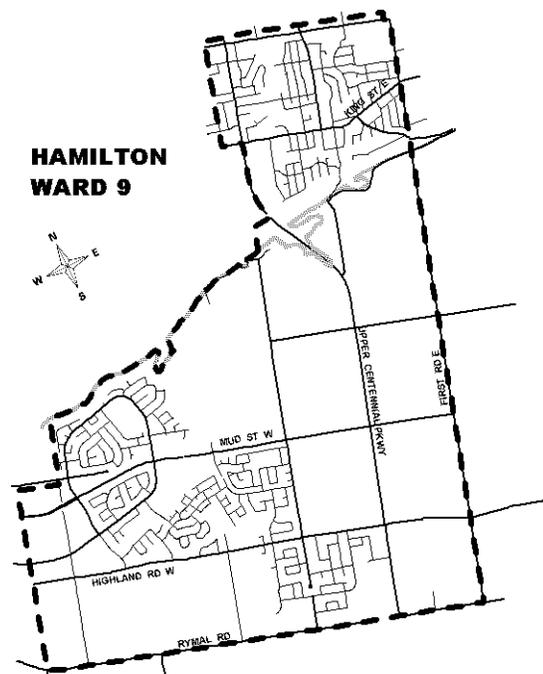
SCALE  
**NOT TO SCALE**

DATE  
**February 22, 2018**





**KEY MAP**



**LOCATION PLAN**

*PROPOSED STOP CONTROL:*

**Aubrey Avenue at Slinger Avenue**

Roads and Traffic Division  
PUBLIC WORKS DEPARTMENT

**LEGEND**

- EXISTING STOP
-  PROPOSED STOP

SCALE  
**NOT TO SCALE**

DATE  
**February 22, 2018**

**Authority:** Item: Name of Committee  
 Report:  
 CM: Date  
 Wards: 1, 3, 9 and 11

**Bill No.**

**CITY OF HAMILTON**

**BY-LAW NO. 18-**

**To Amend By-law No. 01-215  
 Being a By-law To Regulate Traffic**

**WHEREAS** sections 8, 9 and 10 of the Municipal Act, 2001, S.O. 2001, c. 25, authorize the City of Hamilton to pass by-laws as necessary or desirable for the public and municipal purposes, and in particular paragraphs 4 through 8 of subsection 10(2) authorize by-laws respecting: assets of the municipality, the economic, social and environmental well-being of the municipality; health, safety and well-being of persons; the provision of any service or thing that it considers necessary or desirable for the public; and the protection of persons and property;

**AND WHEREAS** on the 18th day of September, 2001, the Council of the City of Hamilton enacted By-law No. 01-215 to regulate traffic;

**AND WHEREAS** it is necessary to amend By-law No. 01-215.

**NOW THEREFORE** the Council of the City of Hamilton enacts as follows:

1. Schedule 5 (Stop Control) of By-law No. 01-215, as amended, is hereby further amended by adding to Section "D" (Glanbrook) thereof the following item, namely;

White Church Road East	Eastbound/Westbound	Nebo Road
------------------------	---------------------	-----------

And by adding to Section "E" (Hamilton) thereof the following items, namely;

Afton Avenue	Eastbound/Westbound	Prospect Street
Leland Street	Northbound/Southbound	Sussex Street

And by adding to Section "F" (Stoney Creek) thereof the following item, namely;

Aubrey Avenue	Northbound/Southbound	Slinger Avenue
---------------	-----------------------	----------------

To Amend By-law No. 01-215  
Being a By-law to Regulate Traffic

Page 2 of 2

2. Subject to the amendments made in this By-law, in all other respects, By-law No. 01-215, including all Schedules thereto, as amended, is hereby confirmed unchanged.
  
3. This By-law shall come into force and take effect on the date of its passing and enactment.

**PASSED and ENACTED** this 28<sup>th</sup> day of February, 2018.

---

F. Eisenberger  
Mayor

---

Rose Caterini  
City Clerk



## Keep Hamilton Clean & Green Committee

### MINUTES

February 21, 2017

5:00 p.m.

Room 192, Hamilton City Hall

71 Main Street West, Hamilton

<b>Present:</b>	Larry Husack (Chair)	Lennox Toppin
	Ron Speranzini (Vice Chair)	Deirdre Connell (Staff Liaison)
	Dave Bazowsky	Jennifer DiDomenico (Manager, Policy & Programs, Public Works)
	Marisa DiCenso	Alex Moroz (Staff Representative, Environmental Services)
	Rick Lipsitt	
	Allan Mills	
	Mallory Pace	
<b>Regrets:</b>	Robert Avery	Clr. Collins
	Shane Ormerod	Clr. Jackson
	Bruce Thomson	Clr. Pearson

#### 1. Welcome and Introductions

L. Husack called meeting to order 5:02 PM.

Regrets received from B. Thomson, S. Ormerod, Clr. Pearson, Clr. Jackson

#### 2. Approval of Agenda

R. Lipsitt would like to add Item 7.2 - Urban Forestry Strategy – Recent Hamilton Spectator Article

The following motion was presented:

***That the meeting agenda be approved as amended***

**SPERANZINI/MILLS**

**CARRIED**

#### 3. Declarations of Interest

There were no declarations of interest.

## Keep Hamilton Clean & Green Committee

February 21, 2017

### 4. Minutes of Previous Meeting

#### 4.1 Minutes of December 20, 2016 Meeting

*That the Minutes of the December 20, 2016 Meeting be approved*

**SPERANZINI/MILLS**

**CARRIED**

#### 4.2 Minutes of January 24, 2017 Meeting

*That the Minutes of the January 24, 2017 Meeting be approved*

**SPERANZINI/BAZOWSKY**

**CARRIED**

#### 4.3 Business Arising

There was no business arising from the January meeting.

### 5. Presentations

#### 5.1 Mount Hamilton Horticultural Society – Clare & Stephen Kostyshyn

The committee received a presentation from the Mount Hamilton Horticultural Society by Clare Kostyshyn. Ms. Kostyshyn provided an overview of the history of the society, past partnerships with the City of Hamilton, changing role within the community, current work and future plans of the society.

Mount Hamilton Horticultural Society is a member of the Ontario Horticultural Association and must adhere to certain standards and policies including having a constitution, policies and procedures. Currently, the society has 143 members from beginners to master gardeners. Membership is \$13 per year. The society provides education, cash and in-kind support, monthly meetings, and other services for members and the greater community. Monthly meetings are held the 3rd Friday of each month except in July, August and December, at 7:30PM at the Chedoke Presbyterian Church and members enjoy a variety of activities including guest speakers, plant shows, plant sales, flower competitions, etc. Meetings are wheelchair accessible. Parking is free.

2017 is the society's 90th anniversary. Community events such as 'guerilla gardening' are planned. They will be participating in the Mum Show by hosting a Gala evening.

## Keep Hamilton Clean & Green Committee

February 21, 2017

An invitation to apply to the first round of 2017 Clean & Green Grants will be extended to the Mount Hamilton Horticultural Society.

R. Speranzini inquired if the society has corporate memberships. R. Speranzini will draft a proposal to establish partnership between committee and the society.

### 6. Focus Area Updates

#### 6.1 Team Up to Clean Up

D. Connell presented sample GLAD bags for Team Up to Clean Up program. The bags are much smaller than what we provide to the public through Team Up to Clean Up registration. D. Connell proposes utilizing these bags for the cleanup program with schools. The smaller bag size will further engage the student community and the City will be able to minimize operational impact of waste collections, as they will be picked up at schools only. D. Connell working with GLAD on a letter of agreement and getting letter reviewed by legal and risk management.

Along with the sponsorship, cities participating in the GLAD sponsorship have been in discussions around a cross-city initiative.

- Proposed name: Clean Canada Together
- Discussing various hashtags and messaging that all cities can use
- GLAD supporting cities with public and media relations
- Results will be announced June 5th, World Environment Day and Environment Week
- Results being tracked using 3 metrics (TBD)

Discussion on HWDSB and HWCDSB registration and reporting. D. Connell to contact Dr. Paul Beaudette and Aaron Puley to setup 2017 registration and reporting. L. Husack provided details on packing procedures for school boards. Volunteers from committee and staff liaison spend a day packing kits of supplies for school boards. Date to be determined.

D. Connell to setup meeting with committee members and Public Works Communications to discuss Team Up to Clean Up, Clean & Green Grants, and video.

Group discussion around branding and bags. The GLAD bags will not be branded with the committee or program logos but will have a GLAD logo. Committee will revisit branding the bags with committee and program logos

## Keep Hamilton Clean & Green Committee

February 21, 2017

after the Spring Blitz.

Committee discussed Spring Blitz launch event and promotions. Launch to be held at Regina Mundi Catholic Elementary School. Purpose of launch is to encourage registration and promote new GLAD partnership. D. Connell to work with M. DiCenso to determine a date and time for launch. Deirdre to work with team up to clean up subcommittee on launch event plan.

A.Moroz to check with forestry on status of trees from 2016 and potential to offer incentive for 2017 to schools.

### 6.2 Great Canadian Shoreline Cleanup

D. Connell presented an overview of the Great Canadian Shoreline Cleanup program and Clean Shore Community designation program. Committee agrees to consider designation and gives direction to staff to consult staff and other communities, and report back to the committee.

### 6.3 Clean & Green Grant Review

L. Toppin and D. Connell presented final application form and guidelines for revised Clean & Green Neighbourhood Grant Program. First round of grants opened to past successful applicants for first 2017 deadline (March 17, 2017, 4:00pm).

***That the Grant Application and Guidelines be approved***

**TOPPIN/LIPSITT**

**CARRIED**

### 6.4 Cigarette Litter Prevention Program (CLPP)

B. Thomson attended KAB conference and CLPP luncheon on behalf of KHCG January 24-27, 2017. B. Thomson provided update on KAB conference via email to D. Connell, which was shared with the committee. KAB presented new approach and campaign strategy to CLPP program at the conference.

D. Connell submitted 2017 CLPP grant application submitted January 17, 2017 for \$10,000.

D. Connell to distribute CLPP Project Charter to committee members. New charter stresses BIA accountability and provides more guidance to program participants.

D. Connell to determine what percentage of new Jubilee litter receptacles

## **Keep Hamilton Clean & Green Committee**

February 21, 2017

in Business Improvement Areas have cigarette receptacles.

### **6.5 Request from the Cleanliness & Security in the Downtown Core Task Force**

D. Connell presented a copy of a recent resolution, Item 7.4 - a motion respecting the Graffiti Management Strategy that was approved as amended by City Council at its meeting held on February 8, 2017. Through a report to Public Works Committee, council is looking for an update on the progress of the graffiti strategy. It was requested that a copy of the resolution be forwarded to the Keep Hamilton Clean and Green Committee for their information. This is part of a larger Graffiti Management Strategy that City staff are implementing.

D. Connell presented a request and draft letter regarding graffiti from the Cleanliness & Security in the Downtown Core Task Force. It was requested that staff be directed, through the Keep Hamilton Clean and Green Committee, to contact the appropriate utility companies and request copies of their respective policies/protocols relating to graffiti removal on their assets and report the findings back to the Cleanliness and Security in the Downtown Core Task Force.

***That the letter be approved as written and distributed by staff to appropriate contacts***

**MILLS/BAZOWSKY**

**CARRIED**

## **7. Other Business**

### **7.1 Spring Tide Bulb Show March 10th-19th**

The City's Spring Tide Bulb Show is running from March 10th-19th, 2017. Free admission and free parking. Open daily 9am-5pm at the Gage Park Tropical Greenhouse. Donations to Hamilton Food Share are appreciated in lieu of admission. The theme this year is 150 for Canada's 150<sup>th</sup> Anniversary. The greenhouse will be closing after the bulb show and replaced with a new greenhouse being built over the next year.

### **7.2 Urban Forestry Strategy - Recent Hamilton Spectator Article**

R. Lipsitt presented a recent article in the Hamilton Spectator 'Seeds planted for Hamilton's urban tree strategy' from Feb 14, 2017.

**Keep Hamilton Clean & Green Committee**

February 21, 2017

D. Connell to forward a copy of the article to the committee.

D. Connell to connect with appropriate staff and ensure they are aware that this committee wants to be involved/contribute.

**8. Adjournment**

The meeting adjourned at 7:01 PM

**Next Meeting:** Tuesday, March 21, 2017 City Hall, Room 192



## Keep Hamilton Clean & Green Committee

### MINUTES

March 21, 2017

5:00 p.m.

Room 192, Hamilton City Hall

71 Main Street West, Hamilton

<b>Present:</b>	Larry Husack (Chair)	Lennox Toppin
	Ron Speranzini (Vice Chair)	Bruce Thomson
	Dave Bazowsky	Clr Collins
	Marisa DiCenso	Clr Pearson
	Rick Lipsitt	Deirdre Connell (Staff Liaison)
	Allan Mills	Alex Moroz (Staff Representative, Environmental Services)
	Mallory Pace	
<b>Regrets:</b>	Robert Avery	Clr. Jackson
	Shane Ormerod	

#### 1. Welcome and Introductions

L. Husack called meeting to order 5:05 PM.

Regrets received from Councillor Jackson.

#### 2. Approval of Agenda

There were no additions or deletions to the agenda.

The following motion was presented:

***That the meeting agenda be approved***

**LIPSITT/THOMSON**

**CARRIED**

#### 3. Declarations of Interest

R. Lipsitt and L. Toppin expressed declarations of interest as they are both members of the Hamilton Horticultural Society who has submitted a Clean & Green Grant application.

#### 4. Minutes of Previous Meeting

##### 4.1 Minutes of February 21, 2017 Meeting

***That the Minutes of the February 21, 2017 Meeting be approved***

**BAZOWSKY/TOPPIN**

**CARRIED**

## Keep Hamilton Clean & Green Committee

March 18, 2017

### 4.2 Business Arising

D Connell determined percentage of litter receptacles in BIAs with cigarette receptacles. Approximately 1/3 of Jubilee Litter Containers, which have been installed in BIAs, include the built-in ashtrays.

D Connell spoke to Cathy Plosz, Natural Heritage Planner. C Plosz plans to invite the committee to participate in the Strategy when the time comes. Staff currently preparing RFP for consultant, expect public consultation for the strategy to begin in Fall 2017. C Plosz asked that D Connell share her contact information should R Lipsitt or any other member like to get in touch in the meantime: Cathy Plosz, Natural Heritage Planner, Catherine.Plosz@hamilton.ca, Telephone: 905-546-2424 Extension 1231

## 5. Focus Area Updates

### 5.1 Updated Volunteer Advisory Committee Handbook with the New Code of Conduct - March 2017

D.Connell presented updated VAC handbook for committee's receipt.

### 5.2 Team Up to Clean Up

D. Connell provided update on program, registrations, launch event and blitz month.

GLAD bags were delivered and D Connell put out a call for volunteers to help with packing supplies for schools on March 31st. R Speranzini, B. Thomson and L. Husack volunteered.

### 5.3 Clean & Green Grant Submissions

C&G Grant Submission – Beautiful Alleys

Beautiful Alleys seeks \$500 to support their annual event.

The following motion was presented:

***That \$500 in grant funding to Beautiful Alleys be approved.***

**LIPSITT/BAZOWSKY**

**CARRIED**

C&G Grant Submission – Escarpment Project

Escarpment Project seeks \$1000 to support their annual event.

The following motion was presented:

***That \$1000 in grant funding to the Escarpment Project be approved.***

**LIPSITT/PACE**

**CARRIED**

C&G Grant Submission – Hamilton Horticultural Society

**Keep Hamilton Clean & Green Committee**

March 18, 2017

Hamilton Horticultural Society seeks \$1000 to support their one-time event.

The following motion was presented:

***That \$500 in grant funding to the Hamilton Horticultural Society be approved.***

**CARRIED**

**THOMSON/DICENSO**

C&G Grant Submission – Stewards of Cootes

Stewards of Cootes seeks \$1000 to support their on-going program.

The following motion was presented:

***That \$1000 in grant funding to the Stewards of Cootes be approved.***

**MILLS/PACE**

**CARRIED**

**6. Adjournment**

The meeting adjourned at 6:55 PM

**Next Meeting:** Tuesday, April 18, 2017 City Hall, Room 192



Hamilton

## MINUTES

Keep Hamilton Clean & Green Committee  
Tuesday, May 16, 2017  
5:00 pm

Hamilton City Hall, Room 192  
71 Main Street East  
Hamilton, ON

**Present:** Vice-Chair: Ron Speranzini  
 Members: Councillor M. Pearson  
 Secretary: Marisa DiCenso, HWCDSB Representative  
 Lennox Toppin  
 Dave Bazowsky  
 Rick Lipsitt  
 Allan Mills  
 Bruce Thomson

**Absent with Regrets:** Councillor T. Jackson  
 Councillor C. Collins  
 Chair: Larry Husack  
 Kevin Morton, HWDSB Representative  
 Mallory Pace

**Also Present:** Peter Wobschall, Supervisor, Policy & Program, Public Works  
 Jennifer DiDomenico, Manager, Policy & Programs, Public Works

### 1. WELCOME / INTRODUCTIONS

1.1 Deirdre Connell, Staff Liaison, has accepted a new position out of Hamilton. The Committee wished her well. In the meantime, Jennifer DiDomenico and Peter Wobschall will attend to support the committee.

### 2. CHANGES TO THE AGENDA

2.1 Added as item 4.1, Secretary position open due to resignation of Committee member Shane Omerod

#### **(Thomson / Toppin)**

That the agenda for the May 17, 2017 General Issues Committee meeting be approved, as amended.

**CARRIED**

### 3. DECLARATIONS OF INTEREST

List any declarations that were made or note that there were none.

*Keep Hamilton Clean & Green Committee - Tuesday, May 16, 2017***4. APPROVAL OF MINUTES OF PREVIOUS MEETING**

## 4.1 Secretary Position

- Marisa will fill in as needed
- Committee members are asked to consider taking on this position
- Digital recorder available to support minute-taking

4.2 Minutes of March 21, 2017 amendment: correct date of next meeting is Tuesday, April 18, 2017.

4.3 **(Lipsitt / Bazowsky)**

Keep Hamilton Clean & Green Advisory Committee Meeting Minutes, dated March 21, 2017 were approved as presented (or as amended).

**CARRIED**

4.4 Business arising from minutes: none.

**5. CONSENT ITEMS****6. PRESENTATIONS****7. DISCUSSION ITEMS**

## 7.1 Quorum and committee membership

- April meeting cancelled due to lack of quorum
- Consider contributing factors to lack of quorum: day of week, number of meetings
- Therefore, Survey Monkey distributed to Committee members to get thoughts on factors
- Summary results discussed
- RSVP is important for both attendance and regrets, best not to assume attendance
- Will continue to monitor the situation
- Contact list will be updated by current staff

## 7.2 Team Up to Clean Up

- Current staff is gathering information about this year's events and success
- Weekly updates, part of Clean Canada Together, friendly competition. Announcement of winner will be made in June. Blitz month focus
- 133 Clean Ups, 21,000 volunteers, 8,000 garbage bags, 17,000 recycling bag, Glad has supported us, packages continue to be assembled. Staff will gather additional data and present to Committee
- Question was asked about school participation. Schools are asked to submit final reports. Incentive for completion is a draw for a tree for the school.
- Program is year round

*Keep Hamilton Clean & Green Committee - Tuesday, May 16, 2017*

- Stewards of Cootes, Stewards of the Watershed, Beautiful Alleys, other events, Escarpment Clean Up--400 people showed up even though event was cancelled due to weather
- Successful local clean ups in the various wards, many dedicated volunteers
- Church group in Stoney Creek was engaged in clean up, enthusiastic, and interested in helping more
- Awaiting final numbers, success is growing every year, growing awareness in community and media
- Promotional Video--lots of material, aim is to have it ready to release by June 1
- Communication of grant? Staff will investigate process. Presence of application on the website?

## 7.3. Budget Request

- KHCG committee would like the Staff Liaison to attend the KAB Conference along with a Committee member. This would be very beneficial. Staff will investigate this further and will report back at a future meeting.
- We would like to commit budget funds to facilitate the Staff Liaison's attendance.
- Motion will be considered for the next meeting.

**8. NOTICES OF MOTION****9. MOTIONS****10. OTHER BUSINESS**

## 10.1. Cigarette Butt Litter

- On March 24, Bruce, Peter, and Joanne met with BIA Advisory Committee to discuss this topic along with Security and Cleanliness in the Downtown Core Committee. City Staff recommended that KHCG be the face of the program and the mechanism for delivering it.
- Grant application to KAB to collect data, brand the program, communicate effectively, and involve municipal law enforcement. BIAs would manage an art call to create piece of art that would travel through the BIAs. Unfortunately, KAB does not have available funds this year.
- Getting started on no to low cost items, mainly in downtown area. Receptacles are very attractive and effective but expensive.
- Changing behaviour is the most difficult component. Posters in bars identifying cigarette butts are litter, too.
- Looking at how to fund this programming.
- Project charters were shared, verbal commitments were provided.
- Could we provide a certificate of acknowledgement? KHCG is committed to supporting staff in this endeavour. Should be a discussion item for a future meeting.

*Keep Hamilton Clean & Green Committee - Tuesday, May 16, 2017*

10.2 Update on Graffiti

- Responses coming in to KHCG letter to the local Utilities, staff is moving ahead on it.

**11. ADJOURNMENT**

**(Toppin / Mills)**

That, there being no further business, the meeting be adjourned at 6:30 p.m.

**CARRIED**

**Next Meeting:** Tuesday, June 20, 2017.



Hamilton

## MINUTES

Keep Hamilton Clean & Green Committee  
 Tuesday, June 20, 2017  
 5:00 pm

Hamilton City Hall, Room 192  
 71 Main Street East  
 Hamilton, ON

**Present:** Chair: Larry Husack  
 Vice-Chair: Ron Speranzini  
 Members: Councillor T. Jackson  
 Councillor C. Collins  
 Dave Bazowsky  
 Rick Lipsitt  
 Allan Mills  
 Bruce Thomson

**Absent with Regrets:** Councillor M. Pearson  
 Robert Avery, HWDSB Representative  
 Marisa DiCenso, HWCDSD Representative  
 Mallory Pace  
 Lennox Toppin

**Also Present:** Peter Wobschall, Supervisor, Policy & Program, Public Works  
 Jennifer DiDomenico, Manager, Policy & Programs, Public Works

**Minutes:** Peter Wobschall, Supervisor, Policy & Program, Public Works

### 1. WELCOME / INTRODUCTIONS

- 1.1 Minute taking: staff has been advised by Clerks that a volunteer committee member is responsible for taking minutes, and this is not to be completed by staff. Members expressed concern that if a member is responsible for the minutes, then it essentially removes them from being a participant in the discussion. Staff was directed to speak to Clerks and investigate what needs to be in place for staff to reassume this position and report findings back to the group.
- 1.2 Peter Wobschall volunteered to record minutes in the interim.

### 2. CHANGES TO THE AGENDA

- 2.1 Added as item 7.1.7: Establish protocol and process for meeting RSVPs and quorum.

*Keep Hamilton Clean & Green Committee - Tuesday, June 20, 2017***2.2 (Mills / Husack)**

That the agenda for the June 20, 2017 KHCG meeting be approved, as amended.

**CARRIED****3. DECLARATIONS OF INTEREST**

None declared.

**4. CONSENT ITEMS**

N/A

**5. PRESENTATIONS****5.1 Escarpment Project self-produced video:**

Members of the committee viewed a 5-minute video produced by The Escarpment Project. Overall feedback was very positive. Larry will follow up with organizational representatives to review KHCG recognition commitments (similar recognition as other sponsors/partners received in the video).

Staff will investigate if there are requirements within the current Neighbourhood Grant program for recipients to acknowledge the KHCG committee's in-kind and / or cash support and send details to committee members. If requirements do not currently exist, then staff will draft something for the committee's consideration.

Committee members agreed that the overall level of awareness of the committee in the community could be heightened.

**6. APPROVAL OF MINUTES OF PREVIOUS MEETING****6.1 (Thomson / Husack)**

Keep Hamilton Clean & Green Advisory Committee Meeting Minutes, dated May 16, 2017 were approved as presented.

**CARRIED**

6.2 Business arising from minutes: none.

**7. DISCUSSION ITEMS****7.1 Administrative****7.1.1 Budget review.**

- Staff reported that the budget is in good shape and on track to meet 2017 commitments.

*Keep Hamilton Clean & Green Committee - Tuesday, June 20, 2017*

- Staff will bring a budget report to the next meeting to include: Itemized and categorized by 'super groups' (e.g. The Escarpment Project) spending to date, variances, and year-over-year comparisons.

## 7.1.2 Updating member list on Hamilton.ca committee listing

- Staff reported that a request has been submitted to the Clerk's Office to update the names of the committee members.

## 7.1.3 Agenda template from Clerks

Deferred due to item 1.1.

## 7.1.4 Minute taking (templates and protocols from Clerks)

Deferred due to item 1.1.

## 7.1.5 Committee recruitment

Staff reported that vacancies from Hamilton's over 100 and volunteer-committees, agencies and boards are advertised concurrently to maximize resources. Clerk's informed staff that they are planning to conduct committee recruitment in the fall of 2017.

Committee members were concerned with the length of time this process may require and suggested that one of the original applicants to the committee be considered if they could be integrated sooner. Cllr Collins explained that there were less applicants than the committee allows for members, so there is no pool to choose from.

Cllr Collins has been in communication with a resident that is interested in joining the committee, or attending meetings in the interim. The committee encouraged him to send the contact info to staff, and for staff to invite the resident to attend and observe future meetings.

## 7.1.6 Staff attendance at KAB conference

Staff reported that they need to meet with Department and Senior Directors and the Clerks Division to determine options and solicit approvals to send the Clean & Green Coordinator to the KAB conference annually moving forward. Staff will report back to the committee with developments.

## 7.1.7 Establish protocol and process for meeting RSVPs and quorum

The committee agreed to the following:

- Meeting packages (agenda, minutes, and supporting docs) are to be sent to committee members at least one week prior to scheduled meetings.
- Members are to RSVP, whether they are sending regrets or confirming attendance, by Thursday of the week prior to scheduled meetings.

*Keep Hamilton Clean & Green Committee - Tuesday, June 20, 2017*

- These measures should provide the Chair with enough time to determine if the meeting should continue with or without quorum.
- These measures will also ensure that refreshments and food are properly ordered to avoid waste or shortages.
- Bruce will follow up with the Public School Board to explore options for their representative in an effort to establish regular attendance and representation.

## 7.2 Staffing Update for Clean &amp; Green Coordinator

Staff reported that the position has been posted internally and externally and that the interview package (questions and assignment) has been developed and submitted to HR. Interviews are expected to be scheduled within the next month with successful candidates.

## 7.3 Team Up to Clean Up

## 7.3.1 Website update

Staff reported that the Neighbourhood Grants webpage is complete and live on Hamilton.ca. A link from the Team Up to Clean Up webpage to the Neighbourhood Grants page was also added.

## 7.3.2 TUTCU Video

A video promoting Keep Hamilton Clean and Green's Team Up to Clean Up was produced by the City of Hamilton's communications staff and was posted on the [City's YouTube](#) page during Environment Week held annually during the first week of June.

## 7.3.3 Inventory

- Glad Bag clean up bag donations.  
Committee members expressed their gratitude for Glad's donated bags; however the committee observed that bags are a different colour and a smaller size compared to the bags distributed to cleanup groups in the past. Committee members suggested using any colour of bag other than opaque black or green as these are the most used in Hamilton curbside waste collection.

Staff was directed to follow up with Glad to discuss options of colours and styles moving forward.

- Staff reported that the inventory includes only small (children's) gloves and are seeking approval to purchase larger gloves to replenish the inventory.

**(Husack / Lipsitt)**

That staff be authorized to spend up to \$1,000 on gloves to purchase required glove sizes and replenish inventories from the KHCG budget.

**CARRIED***Page 4 of 6*

*Keep Hamilton Clean & Green Committee - Tuesday, June 20, 2017***7.3.4 Community Improvement Report (CIR)**

Staff explained that the CIR reports from TUTCU participants are imperative for data verification and accuracy in reporting on related activities and measurables. Prior to June 2017, the submission rate for CIRs was ~17%. Since implementing a weekly friendly reminder to groups that have not yet submitted their CIRs, submission rates are currently at ~40% (135% increase in submissions).

Staff will provide a report on participation and CIR submission rates including comparisons to previous years at the next committee meeting.

**7.4 KAB Affiliate Membership Status**

Staff distributed and reviewed the KAB affiliate membership requirements line-by-line and provided a status for each criterion. KHCG received the highest honour of President's Circle in 2016 and is expected to be able to maintain this status moving forward. KAB's year runs from July 1 to June 30. Maintaining President's Circle status in 2017 will require reporting completed by August 1.

**7.5 Neighbourhood Grants**

Staff recommended establishing a working group of interested committee members to review grant applications and make recommendations regarding applications to the committee. Staff will connect with Lennox to determine process moving forward. As a result of discussion, the review of applications was deferred.

**7.6 Great Canadian Shoreline Cleanup**

7.6.1 Staff will determine year-to-date results of the GCSC and will report back at the next meeting.

7.6.2 Staff reported that Legal Services advised that the committee does not have delegated authority to partner with the Great Canadian Shoreline Cleanup. Staff will prepare a motion for Cllr Collins to seek Council approval to enter into this partnership.

**7.7 Estimated Value of KHCG Committee Activities**

Staff advised that part of the KAB reporting, due August 1, includes estimates of in-kind and cash values associated with the committee's activities. Staff will prepare a report for review and discussion at the September KHCG meeting.

**8. NOTICES OF MOTION**

N/A

**9. MOTIONS**

*Keep Hamilton Clean & Green Committee - Tuesday, June 20, 2017*

See item 7.6.2 above.

**10. OTHER BUSINESS**

10.1. New Route Development for Community Index Litter Audit

Staff will follow up with Alex Moroz to determine the status of developing a new route for the community litter index and will report back to the committee on developments.

**11. ADJOURNMENT**

**(Husack / Bazowsky)**

That, there being no further business, the meeting be adjourned at 7:00 p.m.

**CARRIED**

**Next Meeting:** Tuesday, July 18, 2017.



Hamilton

## MINUTES

Keep Hamilton Clean & Green Committee  
Tuesday, July 18, 2017  
5:00 pm

Hamilton City Hall, Room 192  
71 Main Street East  
Hamilton, ON

**Present:** Chair: Larry Husack  
Vice-Chair: Ron Speranzini  
Members: Councillor T. Jackson  
Councillor M. Pearson  
Mallory Pace  
Dave Bazowsky  
Rick Lipsitt  
Allan Mills  
Lennox Toppin  
Bruce Thomson

**Absent with Regrets:** Councillor C. Collins  
Robert Avery, HWDSB Representative  
Marisa DiCenso, HWCDSB Representative

**Also Present:** Peter Wobschall, Supervisor, Policy & Program, Public Works  
Jennifer DiDomenico, Manager, Policy & Programs, Public Works

**Minutes:** Peter Wobschall, Supervisor, Policy & Program, Public Works

### 1. WELCOME / INTRODUCTIONS

N/A

### 2. CHANGES TO THE AGENDA

- 2.1 Added items:
  - 7.1.5: Business cards for committee members.
  - 7.1.6: Producing educational KHCG calendars
  - 7.1.7: HWDSB representation

- 2.2 **(Mills / Toppin)**  
That the agenda for the July 18, 2017 KHCG Committee meeting be approved, as amended.

**CARRIED**

*Keep Hamilton Clean & Green Committee – Minutes - July 18, 2017***3. DECLARATIONS OF INTEREST**

None declared.

**4. CONSENT ITEMS**

N/A

**5. PRESENTATIONS**

N/A

**6. APPROVAL OF MINUTES OF PREVIOUS MEETING****6.1 (Lipsitt / Bazowsky)**

That the Keep Hamilton Clean & Green Advisory Committee Meeting Minutes, dated June 20, 2017 be approved as presented.

**CARRIED**

6.2 Business arising from minutes: none.

**7. DISCUSSION ITEMS****7.1 Administrative****7.1.1 Budget review.**

- Staff presented a budget report to committee.
- Various aspects of fundraising were discussed briefly and the committee requested a special meeting with Alex Moros on fundraising activities and developing an associated plan for the committee.
- A Fundraising Sub-Committee was formed to meet with Alex to include: Ron, Larry, and Bruce.

7.1.2 Committee member list on Hamilton.ca committee listing has been updated to reflect current membership.

**7.1.3 Minute Taking Resolution**

Staff advised that Clerks stated that staff is permitted to take minutes for the committee (instead of a committee member), if this is the will of the committee (which was expressed at the previous meeting).

**7.1.4 Staff Attendance at KAB Conference**

At the request of the committee, Jenn has a question into Public Works Management of whether or not an annual commitment can be made to fund the attendance of the KHCG staff liaison to the KAB conference. A number of benefits to support this were shared between committee members.

*Keep Hamilton Clean & Green Committee – Minutes - July 18, 2017***7.1.5 Business Cards**

Bruce recommended that staff procure generic business cards that committee members can use and write their names into when representing the committee on business (i.e. leave a space on the card for a member to write their name). Staff was directed to procure the cards asap.

**7.1.6 KHCG Calendar**

Bruce recommended producing an educational calendar to help support the committee's mandate and reach a wider audience. The idea to include this with the City's Waste Calendar was discussed and the committee determined that this would not be possible as the waste calendars are produced in April, long into the calendar year. This possibility will added for discussion on the September meeting agenda to be further discussed when Marisa returns from summer vacation.

**7.1.7 HWDSB Representation**

Bruce reported that he met with a HWDSB representative recently and they expressed the desire to continue to support the committee's mandate and be involved in the ongoing activities of the committee.

The HWDSB committed to finding a replacement representative to participate in the committee beginning in September as the current member, Manager of Facilities, has too much on their plate.

There was some discussion of having a high-level (policy-level) representative and Cllr Jackson recommended getting in contact with the board's elected officials.

**(Miss / Lipsitt)**

That staff draft a letter for the chair's approval, addressed to the HWDSB's Chair (Todd White) requesting that an elected official represent their organization as a KHCG committee member; and that the letter be carbon copied to other HWDSB elected officials including: Jeff Beattie (Vice-Chair), and Kathy Archer (Ward 6).

**CARRIED****7.2 Staffing Update for Clean & Green Coordinator**

- Candidate testing and interviews are taking place. The position is expected to be filled by September.
- Staff explained the high-level union agreement responsibilities and the interview process in general to the committee.

**7.3 Community Index Litter Audit**

The committee expressed interest in decreasing the amount of time required to conduct, and kilometres required to be driven, in order to complete the annual CIL. They would like to see the new CIL route include the ability to

*Keep Hamilton Clean & Green Committee – Minutes - July 18, 2017*

complete it in one day, and to minimize the kilometres driven. Alex Moroz will be in attendance during the October KHCG committee meeting and this item will be added to that agenda for discussion.

#### 7.4 Team Up to Clean Up

##### 7.4.1 Website update

The KHCG grants' webpage on hamilton.ca has been updated to reflect current committee members and a link to the TUTCU page, grant page has been added.

##### 7.4.2 TUTCU videos and communications plan development

Staff explained that the Public Works Communications Specialist that developed the KHCG video in the spring, has a contract that expires in October, so she is unable to assist with developing further videos. This includes the video that would help promote the September 1<sup>st</sup> neighbourhood grant submission guideline. She has informed staff however, that she can assist in the development and implementation of a communications plan (not including a video). Staff will follow up with communications staff.

##### 7.4.3 Inventory

Committee members requested an updated inventory from staff asap.

##### 7.4.4 Community Improvement Report

Staff continues to send friendly reminders to groups and schools that have outstanding CIR. Percentage received continues to improve. Statistics will be provided at the next meeting.

#### 7.5 KAB affiliate membership status & reporting requirements

Reporting is due August 1. Staff plans on having all required reporting and other requirements completed on time in order to maintain KAB's President's Circle status.

#### 7.6 Grants

##### 7.6.1 Establish Grants Working Group

The committee decided to add the establishment of a Grants Working Group to review grants, and develop and implement associated grant processes and documentation, as an agenda item for the September meeting.

##### 7.6.2 Neighbourhood Grant Application Review

###### 7.6.2.1 Green Venture (Mills / Pace)

That Green Venture's Neighbourhood Grant application in the amount of \$500 be approved and that staff arrange payment asap.

**CARRIED**

*Keep Hamilton Clean & Green Committee – Minutes - July 18, 2017***7.6.2.2 Beautiful Alleys**

It was unclear how the activities of this application differ from the successful application from March 2017 for \$500. The committee tabled this application and directed staff to secure a final report from the group for their spring activities. Staff is to report back to the committee after review of the final report and an assurance has been made that the new funding will facilitate new or additional initiatives.

**7.6.2.3. Hamilton Against Waterfall Garbage (HAWG)**

After discussion, the committee decided to table this application until the group has had an opportunity to meet with staff and Councillor Jackson. Staff was directed to arrange the meeting.

**7.6.3 Recognition requirements for applicants**

Staff reported that all groups that receive funding from the Neighbourhood Grants program are required to submit a final report on their activities. This is detailed in the grant application, which is treated as a signed agreement. Specific methods of KHCG recognition are provided by the various applicants within their applications.

**7.6.4 Meeting with Greg Lenko**

Staff was directed to arrange a meeting with Greg when he is available and provide an open invitation to committee members to attend if available.

**7.7 Great Canadian Shoreline Cleanup Motion**

Motion to officially join the GCSC was recently approved at the July 13, 2017 Public Works Committee meeting and then ratified by Council on July 14.

**7.8 Estimated Value of KHCG Committee Activities**

Part of the required KAB reporting includes determining some in-kind values of related activities. Staff will report back with this information at a future meeting and the committee will determine what gaps and figures they would like to determine for future use.

**8. NOTICES OF MOTION**

N/A

**9. MOTIONS**

N/A

**10. OTHER BUSINESS****10.1. Urban Forest Update**

*Keep Hamilton Clean & Green Committee – Minutes - July 18, 2017*

Rick requested an update on the Urban Forest master planning process. Staff reported that Public Works and Planning staff have collaborated to form a committee to address this issue. Staff also reported that the Terms of Reference (TOR) for the committee has been developed, and an RFP to secure a consultant to work with staff to conduct public engagement and develop the strategy will be issued imminently.

**11. ADJOURNMENT**

**(Thomson / Pearson)**

That, there being no further business, the meeting be adjourned at 7:15 p.m.

**CARRIED**

\*Note that Mallory had to depart the meeting at 6:50pm due to a personal matter.

**Next Meeting:** Tuesday, September 19, 2017.



## MINUTES

Keep Hamilton Clean & Green Committee  
 Tuesday, September 19, 2017  
 5:00 pm

Hamilton City Hall, Room 192  
 71 Main Street East Hamilton, ON

**Present:** Chair: Ron Speranzini  
 Vice-Chair: N/A  
 Members: Councillor T. Jackson  
 Councillor M. Pearson  
 Mallory Pace  
 Dave Bazowsky  
 Rick Lipsitt  
 Allan Mills  
 Bruce Thomson  
 Marisa DiCenso

**Absent with Regrets:** Councillor C. Collins  
 Larry Husack  
 Lennox Toppin

**Also Present:** Jennifer DiDomenico, Manager, Policy & Programs, Public Works  
 Alex Moroz, Community Liaison Coordinator, Business Programs, Public Works  
 Diedre Rozema, Clean & Green Coordinator, Policy & Programs, Public Works

**Minutes:** Diedre Rozema

### 1. WELCOME / INTRODUCTIONS

- 1.1 Introduction of new committee staff liaison Diedre Rozema, Clean & Green Coordinator (started on September 11).

### 2. CHANGES TO THE AGENDA

- 2.1 **(Mills / Lipsitt)**  
 That the agenda for the September 19, 2017 KHCG Committee meeting be approved.

**CARRIED**

### 3. DECLARATIONS OF INTEREST

*Keep Hamilton Clean & Green Committee – Minutes –September 19, 2017*

None declared.

#### 4. **CONSENT ITEMS**

N/A

#### 5. **PRESENTATIONS**

N/A

#### 6. **APPROVAL OF MINUTES OF PREVIOUS MEETING**

##### 6.1 **(Lipsitt / Thomson)**

That the Keep Hamilton Clean & Green Advisory Committee Meeting Minutes, dated July 18, 2017 be approved as presented.

**CARRIED**

6.2 Business arising from minutes: none.

#### 7. **DISCUSSION ITEMS**

##### 7.1 Administrative

##### 7.1.1 Budget report

- Staff presented a budget report with variance reporting and status of the 2017 budget (as of September 17th) to committee.
- Various aspects of neighbourhood grants program were discussed and the committee noted that community interest in the grants program may continue to increase in 2018.
- Committee noted that expenditures on Team Up to Clean Up supplies have increased in 2017 and requested information from staff about any additional major expenses in supplies category for 2018. It was noted that the expenditures increased in part due to the loss of the Tim Horton's sponsorship for bags, etc. Staff advised that given current usage rates, the purchase of a third Community Clean Trailer is unlikely to be unnecessary in 2018.

##### 7.1.2 Budget Request 2018

- Staff has prepared a draft budget for 2018 based on 2017 actuals for discussion purposes. Draft budget includes estimated required inventory for 2018. Budget request for 2018 must be submitted to Public Works Committee in December 2017.
- Committee noted that, in past years, a sub-committee has met to draft the budget request and bring it back to committee for approval.
- Committee discussed allocation of budget towards neighbourhood grants and increased promotion of grant opportunities using social media. Committee noted that the reserve and/or fundraising could be used to support additional committee activities.

*Keep Hamilton Clean & Green Committee – Minutes –September 19, 2017*

- A Budget Sub-Committee was formed and will include: Larry, Ron and Dave. The sub-committee will meet prior to October 17 committee meeting. Diedre will contact sub-committee members to arrange the meeting.

7.1.3 Staff attendance at KAB conference (update from staff)

Staff provided an update about attendance of staff at the KAB Conference. Staff will seek committee's input to create a business case for two people (staff liaison and one member) to attend the conference. KAB conference in 2018 will be held in Dallas, TX.

7.1.4 Business Cards Staff

Draft design of business cards for the committee members is in progress. Staff will bring the proof to committee for approval before printing. A cost estimate for the design and printing of the cards is not available.

7.1.5 KHCG Calendar

This item was tabled since coordination with the annual Waste calendar is not feasible. Further discussion will take place to determine if a KHCG calendar is beneficial.

7.1.6 HWDSB Representation

Now that the Clean & Green Coordinator position has been filled, staff will draft a letter for the chair's approval, addressed to the HWDSB's Chair (Todd White) requesting that they appoint a representative for their organization as a KHCG committee member. The letter will be carbon copied to other HWDSB elected officials including: Jeff Beattie (Vice-Chair), and Kathy Archer (Ward 6).

7.2 Community Index Litter Audit

Alex Moroz provided an update about the process required to update the CIL routes. Staff will access the KAB website to look at the audit criteria and will develop new routes by grouping areas together to create routes that can be completed in 5-6 hours and which may accomplish multiple objectives (for related programmes). Staff recommends scheduling the audits to be completed in early spring rather than late fall as waste will become visible as snow melts and so that results can be used to support spring clean-up blitz.

7.3 Team Up to Clean Up

7.3.1 Participation and Community Improvement Report status

- Staff has been successful in significantly increasing the number of reports being received. CIR response rate is now at approximately 75%. Due (in part) to the more accurate reporting of results, participation rates for 2017 show a decrease from 2016 (33,578 volunteers in 2016 vs. 24,345 volunteers projected in total for 2017).

*Keep Hamilton Clean & Green Committee – Minutes – September 19, 2017*

- Committee noted that different metrics might be used to measure impact of TUTCU activities, such as weight of waste collected. Ron encouraged committee to review The Escarpment Project website to look at how that group measures the impact of their work.

7.4.2 TUTCU videos and communications plan development

- Staff explained that the Public Works Communications Specialist that developed the KHCG video in the spring has a contract that expires in October, so she is unable to assist with developing further videos.
- Committee discussed desire to increase awareness in community about its work and grants opportunities through social media marketing. Committee would like to create a longer term strategy for promotion but current budget does not allow for funds to be allocated towards this project. Fundraising could be used to raise extra money for this project. Committee discussed lack of responses to fundraising letters. The fundraising sub-committee will discuss next steps when the group meets.
- Committee requested staff to share information about the City's guidelines for corporate sponsorships.

7.4.3 Inventory

- As of September 14, there are 2,153 gloves (various sizes) and 20,298 bags (various colours and sizes) in TUTCU storage facility.
- Committee requests staff and school board representatives to contact schools to encourage saving unused supplies for future clean ups or reusing supplies if possible.

7.4.4 KAB affiliate membership status

All KAB (Keep America Beautiful) reporting requirements were met, reporting was completed on time – August 1, 2017 – and the KHCG Committee has retained its highest status of 'President's Circle'.

7.5 Grants

7.5.1 Review of grant requests

7.5.1.1 Hamilton Against Waterfall Garbage

Councillor Jackson provided an update about the meeting with HAWG. The initial request was for an amount greater than necessary as the group was not aware of supplies available through TUTCU. The application will be revised and resubmitted.

7.5.1.2 Barton Village BIA

Committee discussed need to ensure grants are distributed objectively and according to predetermined criteria. A Grants sub-committee to be formed with members: Allan, Rick and Lennox. Diedre to coordinate meeting of the Grants sub-committee and provide information about criteria used to approve other City grants.

*Keep Hamilton Clean & Green Committee – Minutes –September 19, 2017*

**(Mills / Lipsitt)**

That the Barton Village BIA Grant application of \$1000 be referred back to staff and Grants sub-committee for further review and consideration.

**CARRIED**

7.5.2 Meeting with Greg Lenko

Greg is unable to attend a committee meeting but staff are working to schedule based on Greg's availability and will send out an invitation to the committee once confirmed.

7.6 Fundraising Sub-Committee

The Fundraising sub-committee was unable to meet prior to September 19 but will meet and report back to committee at the October meeting. Diedre to coordinate meeting time with sub-committee members.

7.8 Estimated Value of KHCG Committee Activities

Committee believed that this item was covered sufficiently at the July meeting.

**8. NOTICES OF MOTION**

N/A

**9. MOTIONS**

N/A

**10. OTHER BUSINESS**

N/A

**11. ADJOURNMENT**

**(Lipsitt / Pearson)**

That, there being no further business, the meeting be adjourned at 6:52 p.m.

**CARRIED**

**Next Meeting:** Tuesday, October 17, 2017.



# Hamilton

## MINUTES

### Waste Management Advisory Committee

Wednesday November 22, 2017

1:30 p.m.

City Hall, 2<sup>nd</sup> Floor, Room 264

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**Present:**

Chair: Councillor Maria Pearson  
Vice-Chair: Councillor Doug Conley  
Members: Councillor Robert Pasuta  
Kevin Hunt

**Also Present:**

Craig Murdoch, Director of Environmental Services  
Emil Prpic, Manager of Recycling and Waste Disposal  
Colin Vidler, Manager of Waste Collections  
Angela Storey, Manager of Business Programs  
Raffaella Morello, Sr. Project Manager, Waste Operations  
Jacquie Colangelo, Project Manager, Community Outreach

**Regrets:**

Peter Hargreave

**Recorder:**

Hayley Court-Znottka

**1. CHANGES TO THE AGENDA**

None

**2. DECLARATIONS OF INTEREST**

None to declare

**3. APPROVAL OF MINUTES OF PREVIOUS MEETING**

3.1 Waste Management Advisory Committee Meeting Minutes, dated  
September 27, 2017

CONLEY/HUNT

CARRIED

#### **4. CONSENT ITEMS**

There are no consent items.

#### **5. PRESENTATIONS**

There are no presentations.

#### **6. DISCUSSION ITEMS**

##### **6.1 2020 Waste System Contract Planning**

- **Contract Preparation**

Several waste related contracts are expiring in or around 2020. The waste collection contract with Green for Life Environmental, Inc. has been extended to 2021.

The contracts for the operation of the City's Transfer Stations, Community Recycling Centres and Landfill do not have extensions available and staff are working with Legal and Procurement to issue the Request for Proposals in Q1 2018.

Contract negotiations for the operation of the City's Central Composting Facility and Material Recycling Facility are ongoing. Staff will submit recommendation reports to the Public Works Committee on the results of these negotiations.

##### **6.2 Waste-Free Ontario Act Updates**

In August 2017, the Minister of the Environment and Climate Change (MOECC) directed the Resource Productivity and Recovery Authority (RPRA) and Stewardship Ontario to prepare a proposal for an amended Blue Box Program Plan. Between September to November 2017, Stewardship Ontario held consultation meetings with municipalities and other affected stakeholders to get feedback and comments to assist in developing the draft amended Blue Box Program Plan. The draft is scheduled to be released on December 22, 2017 with a comment period open until January 15, 2018. Staff will submit comments on behalf of the City prior to the deadline.

The Ministry of the Environment and Climate Change posted a proposed Food and Organic Waste Framework (Framework) on the Province's Environmental Registry (EBR) for public comment until January 13, 2018. The Framework includes several objectives and associated actions that will encourage food and organic waste reduction in Ontario. Actions include developing promotion and education tools, promoting the safe donation of surplus food with food safety guidelines, encouraging food waste reduction in multi-residential

buildings and eventually the implementation of a food and organic waste disposal ban at landfill sites. Staff will submit comments on behalf of the City prior to the deadline.

### 6.3 Operations Update

- **2018-2019 Residential Recycling & Garbage Guide**

The Waste Management Advisory Committee reviewed the draft 2018-2019 Residential Recycling & Garbage Guide and provided comments to staff. The Guide will have the same layout as the 2017-2018 Guide which includes a poster fold-out that displays sorting guidelines. The Guide also contains important information regarding the City's waste management programs. Councillors were asked to provide any comments to staff prior to December 1, 2017.

- **Board of Health Report on the City's Food Waste Reduction Strategy (BOH Outstanding Business List)**

Recycling and Waste Disposal staff and Public Health Services staff are preparing a report for the Board of Health regarding food waste management. The Inter-Departmental Food Strategy Steering Team is working with community partners to determine what actions can be undertaken to reduce food waste. Actions include encouraging residents to use their green bin and how to shop for and store their food properly to avoid food waste. Staff will also examine opportunities to reduce food waste at City facilities.

- **Multi-Residential Waste Diversion Program**

Report PW17086 Multi-Residential Waste Diversion Program was received at the November 13, 2017 Public Works Committee. It has been referred back to staff to investigate other possible approaches and provide further recommendations for the multi-residential program. In the interim, staff will be updating educational materials and continuing to work with existing and new multi-residential buildings to ensure they are able to participate in the City's waste diversion programs.

CONLEY/HUNT

CARRIED

## 7. OTHER BUSINESS & GENERAL INFORMATION

- Staff discussed the benefits of the new 57 litre green carts that are being used in the City's green cart program. These carts are smaller than the previous standard 120 litre green cart. The smaller size will discourage residents from using their green bin exclusively for their leaf and yard waste. The smaller bins will result in less leaf and yard waste going to the Central Composting Facility and will also result in cost savings on processing the material. Residents will be encouraged to utilize the new 57 litre green carts, except in

the areas where it is not operationally feasible due to the waste collection vehicles that are used.

**8. ADJOURNMENT**

That, there being no further business the meeting adjourned at 2:35pm.

CONLEY/PASUTA

**CARRIED**



**CITY OF HAMILTON**  
**PUBLIC WORKS DEPARTMENT**  
*Environmental Services Division*

<b>TO:</b>	Chair and Members Public Works Committee
<b>COMMITTEE DATE:</b>	February 22, 2018
<b>SUBJECT/REPORT NO:</b>	Gypsy Moth Infestation Control (City Wide) - (PW17088a)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Le' Ann W. Seely (905) 546-2424, Extension 3919  Steve Robinson (905) 546-2424, Extension 5495
<b>SUBMITTED BY:</b>	Craig Murdoch, B. Sc. Director, Environmental Services Division Public Works Department
<b>SIGNATURE:</b>	

### RECOMMENDATION

- (a) That Council approve the Single Source Procurement of Zimmer Air Services (ZAS) (Zimmer Air Services Incorporated), pursuant to Procurement Policy #11, Non-competitive Procurements, for the aerial application of the biological pesticide *Bacillus thuringiensis 'kurstaki'* ("Btk") in the areas identified in Appendix A to Report PW17088a;
- (b) That the General Manager, Public Works Department be authorized to negotiate, enter into, and execute a Contract and any ancillary documents required to give effect thereto with Zimmer Air Services, in a form satisfactory to the City Solicitor;
- (c) That staff coordinate the contract Terms of Reference with those of area municipalities who are also undertaking aerial Gypsy Moth control programs in order to engage Policy #12, Cooperative Procurement and benefit from the favourable pricing that economies of scale offers in the coordination of the aerial application of Btk.

### EXECUTIVE SUMMARY

Through Report PW17088 funding in the amount of \$2.5 million over a 2-year period was approved for a Gypsy Moth Infestation Control Program using aerial application of

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*OUR Vision: To be the best place to raise a child and age successfully.*

*OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.*

*OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.*

**SUBJECT: Gypsy Moth Infestation Control (City Wide) - (ES17088a) - Page 2 of 7**

*Bacillus thuringiensis 'kurstaki'* (Btk) over an estimated 1,950 hectares. Report PW17088 directed staff to report to Council, after completion of 2017 monitoring operations and before initiating the Program, on the final determination of areas that require treatment. The completed 2017 monitoring operations have confirmed the areas shown on the map attached as Appendix A to Report PW17088a as requiring treatment. This total area is approximately 1,999 hectares across wards 1, 8, 12, 13, and 14, plus 803 hectares of Hamilton Conservation Area land.

For reasons detailed in this report, and in consultation with the City's Procurement Section, it has been determined that the most effective and economical method to secure an experienced and competent vendor for Btk application is through Procurement Policy #11 Non-competitive Procurement, and Policy #12 Cooperative Procurement.

The Single Source recommendation was reached in consideration of Transport Canada Aviation Regulations that require a twin-engine helicopter be used for the low-altitude flight work needed to spray pesticide over urban/suburban areas, such as those in the City of Hamilton treatment area. In addition to the unique qualifications required for the operation of the low-flying twin engine helicopter is the complexity of aerial application. Therefore, Canadian Aviation Regulations requires the air operator to submit an application for Aerial Work with a detailed work plan. This application must be submitted to Transport Canada officials at least 21 days prior to initiating the operation. Upon approval, the air operator is granted Ministerial Authorization through a Special Flight Operations Certificate for Aerial Work. The pesticide must be applied at a period of time that will be between mid-May to early-June, which means the operators flight plan must be submitted to Transport Canada by early April. This speciality in terms of equipment and expertise limits the applicators that are able to complete this work. At the moment, staff is aware of only one other vendor located in British Columbia.

The Cooperative Procurement recommendation is made based on neighbouring municipalities that have also been impacted by the effects of Gypsy Moth. The City of Mississauga and the Town of Oakville have received approval from their Councils for aerial application of Btk in 2018. The City of Mississauga has also received approval from their Council for the Single Source procurement of Zimmer Air Services in 2018. The City of Hamilton Forestry Section has been collaborating with Mississauga and Oakville to coordinate Terms of Reference for a Btk treatment contract to achieve economies of scale and subsequent cost savings for each partnering municipality.

In order to meet the timelines and critical dates for the treatment, the Procurement Section has recommended that permission of Committee and Council be sought in order to secure a competent vendor through Procurement Policy 11, Non-competitive Procurement, and to employ Policy #12, Cooperative Procurement to benefit from economies of scale through cooperation with the City of Mississauga and the Town of Oakville.

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**SUBJECT: Gypsy Moth Infestation Control (City Wide) - (ES17088a) - Page 3 of 7****Alternatives for Consideration – See Page 6****FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: Funds in the amount of \$1,950,000 in 2018 and \$550,000 in 2019 were approved through Report PW17088, funded through the Tax Stabilization Reserve.

Staffing: There are no staffing implications from the recommendations of this report.

Legal: There are no legal implications from the recommendations of this report. Assistance will be required for the finalization and execution of any contract with ZAS.

**HISTORICAL BACKGROUND**

Gypsy Moth (*Lymantria dispar dispar*) is a non-native invasive species that is known to be a significant defoliator of hardwood tree species. The pest was introduced accidentally to North America in 1869, and it was first discovered in Canada in 1969 on Wolfe Island, Ontario.

Since that time, this pest has continued to move westward, and has impacted urban forests throughout Southern Ontario, with notable impact to the City of Hamilton in 2007, and 2017. As a result of the 2007 studies an aerial spray program was undertaken through the Forestry Section in 2008 to treat this pest with *Bacillus thuringiensis* 'kurstaki' (Btk).

Btk is a soil-borne bacteria that is applied to the leaves of affected trees while caterpillars are in their early instar stage (immature). Once ingested, the bacteria disrupt the caterpillars' digestive system within 24-48 hours. Within days, caterpillars that have ingested Btk will succumb to its effects. Btk has very low residual properties in the natural environment. Sunlight and fungi deteriorate this bio-pesticide within 1-4 days after application. Since Btk requires an alkaline environment in a caterpillar's gut in order to be effective, it does not have any detrimental effects to humans, birds, or bees. Btk will affect other caterpillar species, such as a Fall Cankerworm (known as non-target species). Due to Btk's low residual properties and the narrow spray window (to be applied during the pest's larval development stage), the impact to non-target species is expected to be low. Conservative and measured application will be undertaken with the goal of strictly reducing the population below the 2,500 egg masses per hectare. This program is not intended to eradicate the pest entirely.

In 2008, approximately 1,950 hectares were treated with Btk in the City of Hamilton. The 2009 follow-up monitoring indicated that the spray program was a success. This work was completed by Zimmer Air Services (ZAS) through Procurement Policy #11.

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**SUBJECT: Gypsy Moth Infestation Control (City Wide) - (ES17088a) - Page 4 of 7**

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Through 2016 and 2017, Gypsy Moth egg mass monitoring was undertaken through the City's Forestry Section. In December 2017, the Forestry Section completed their egg mass monitoring operations. The result of the monitoring was a final determination of the areas that require aerial application of Btk to a total area of approximately 1,999 hectares, plus 803 hectares of HCA land. Treatment areas are shown on the map attached to Report PW17088a as Appendix A.

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

By-law 08-070 is in place to address Gypsy Moth infestations as a nuisance with City staff being given authority to treat with Btk when egg mass quantities exceed 2,500 per hectare.

By-law 17-064 Procurement Policy, Policy #11 Non-competitive Procurements and Policy #12 Cooperative Procurements would be utilized if the recommendations of this report are approved.

**RELEVANT CONSULTATION**

Transport Canada requires twin engine helicopters be used in the application of Btk over built-up (urban/suburban) areas as per Canadian Aviation Regulations, Part VII Commercial Air Services, Subpart 2, Aerial Work. The nature of this low-altitude twin engine helicopter flight work is unique. In addition to the unique qualifications needed for the operation of the low-flying twin engine helicopter is the complexity of aerial treatment of pesticide over an urban/suburban area. Therefore, part of the Canadian Aviation Regulation requires the air operator to submit an application for Aerial Work with a detailed work plan. This application must be submitted to Transport Canada officials at least 21 days prior to initiating the operation. Upon approval, the air operator is granted Ministerial Authorization through a Special Flight Operations Certificate for Aerial Work. This speciality in terms of equipment and expertise limits the applicators that are able to complete this work. At the moment, staff is aware of only one other vendor located in British Columbia.

City staff have consulted with the City of Burlington, the Town of Oakville, the City of Mississauga, the City of Toronto, Hamilton Conservation Authority, and Royal Botanical Gardens. It was determined that a collaborative procurement where possible is the preferred method as it would provide opportunities for the realization of economies of scale through the use of same contract terms and conditions.

The Hamilton Conservation Authority (HCA) and the City of Hamilton's Forestry Section have been working together on their monitoring programs and intend to continue to share information. HCA is considering a spray program for 2018 subject to available funds. If funds are approved, HCA staff has expressed interest in contributing funds to

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**SUBJECT: Gypsy Moth Infestation Control (City Wide) - (ES17088a) - Page 5 of 7**

the City's contract with the chosen vendor, in order to have HCA land included in the treatment area. Given the contiguous nature of their lands with those of the City of Hamilton, this would be a favourable solution for both parties. Treatment areas are on the map attached to Report PW17088a as Appendix A.

The City of Hamilton Procurement Section was consulted extensively with regards to the process to secure a competent vendor and support the recommendations to Committee and Council. The Manager of Procurement has provided comments to this report.

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

Proposed Treatment Area:

The Forestry Section has confirmed that approximately 1,999 hectares require treatment of Gypsy Moth with Btk, with the potential addition of 803 hectares if HCA achieves funding and wishes to partner with the City of Hamilton. Table 1 below, identifies the treatment locations in relation to wards and size of area to be treated.

Table 1: Planned Treatment Locations

<b>Location</b>	<b>Ward</b>	<b>Area (Hectares)</b>
West Hamilton Escarpment	Ward 1	29
West Hamilton	Ward 1	43
West Hamilton Escarpment	Ward 8	9
Ancaster	Ward 12	1092
Dundas	Ward 13	701
Flamborough	Ward 14	125
<b>Total</b>		<b>1,999</b>

Staff recommend that Procurement Policies 11, Non-competitive Procurements, and Policy 12, Cooperative Procurements be employed to permit the Gypsy Moth Control Program to be undertaken based on the information listed below.

- 1) In order to meet Transport Canada regulations for approval to operate a low flying twin engine helicopter over urban/suburban areas in Hamilton, the vendor must submit a detailed work plan no later than early April, which is approximately 6-weeks from the date of this report. Issuing an RFP requires at the very least a 6-week timeline to prepare, issue, and award a contract. This process would likely prevent any ability for a spray program to be completed in 2018.
- 2) Zimmer Air Services (ZAS) has a demonstrated ability and experience completing programs of this scale and complexity. In 2007, ZAS successfully completed an aerial spray program for the City of Mississauga and the City of Toronto. In 2008, ZAS

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## **SUBJECT: Gypsy Moth Infestation Control (City Wide) - (ES17088a) - Page 6 of 7**

successfully completed an aerial application of Btk in the City of Hamilton having been retained through Policy 11 Procurement process.

3) In 2017 ZAS was retained by the City of Toronto for the purpose of aerial application of Btk retained ZAS, as well as the City of Mississauga for aerial application of Btk to be undertaken in 2018.

4) The Town of Oakville is in the process of coordinating their terms of reference with the City of Mississauga and securing the approvals necessary to retain ZAS for their aerial application of Btk.

5) Research and consultation informs staff that the likelihood of getting more than one competent bidder with experience in low-altitude twin engine helicopter flight work in combination with the aerial application of pesticide over an urban/suburban area is very low. Therefore, the benefits of issuing a Request for Proposals would be diminished if staff were to expend the time necessary to prepare and issue the RFP issue a Request for Proposal (RFP) only to receive one compliant bid. The Manager of Procurement therefore supports the recommendations for approval in order to prevent undue prolonging of the approval process, which would have significantly negative impacts of the Gypsy Moth Control Program.

6) Staff from both Forestry and Procurement have had extensive discussions regarding the engagement of a vendor to perform the application requirements. Given the time constraints to secure a competent vendor and to seek the necessary approvals from Transport Canada all within the small window of time in which to apply the BtK, the Manager of Procurement has recommended that Committee and Council approval be sought to engage ZAS through a Procurement Policy #11, Non-competitive Procurement. Furthermore, the engagement of ZAS is also viewed by the Manager of Procurement as a Policy #12 Cooperative Procurement, which allows the City to gain both efficiencies in the procurement process and in the cost for services.

7) By exercising Procurement Policy #12 Cooperative Procurements, the City of Hamilton will realize economies of scale by pooling our requirements with that of both Mississauga and Oakville and can gain leverage in negotiating a cost-effective price that would otherwise be secured through a competitive process.

8) City of Hamilton staff have been working with the City of Mississauga, the Town of Oakville, and Hamilton Conservation Authority to coordinate the Terms of Reference so that we may benefit from the favourable pricing that economies of scale can offer.

### **ALTERNATIVES FOR CONSIDERATION**

Council has the option to direct staff to issue a Request for Proposal (RFP) for the aerial application of Btk over urban/suburban land in the City of Hamilton. There is a high

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**SUBJECT: Gypsy Moth Infestation Control (City Wide) - (ES17088a) - Page 7 of 7**

likelihood that Zimmer Air Services will be the only compliant bidder to an RFP that meets Transport Canada regulations. Furthermore, issuing a RFP requires at the very least a 6 week timeline in order to prepare, issue, and award a contract. This process would significantly delay and quite possibly prevent any ability for a spray program to be completed in 2018. Staff therefore does not recommend this alternative.

**ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN****Economic Prosperity and Growth**

*Hamilton has a prosperous and diverse local economy where people have opportunities to grow and develop.*

**Healthy and Safe Communities**

*Hamilton is a safe and supportive city where people are active, healthy, and have a high quality of life.*

**Clean and Green**

*Hamilton is environmentally sustainable with a healthy balance of natural and urban spaces.*

**APPENDICES AND SCHEDULES ATTACHED**

**Appendix A:** Proposed Treatment Locations, 2018

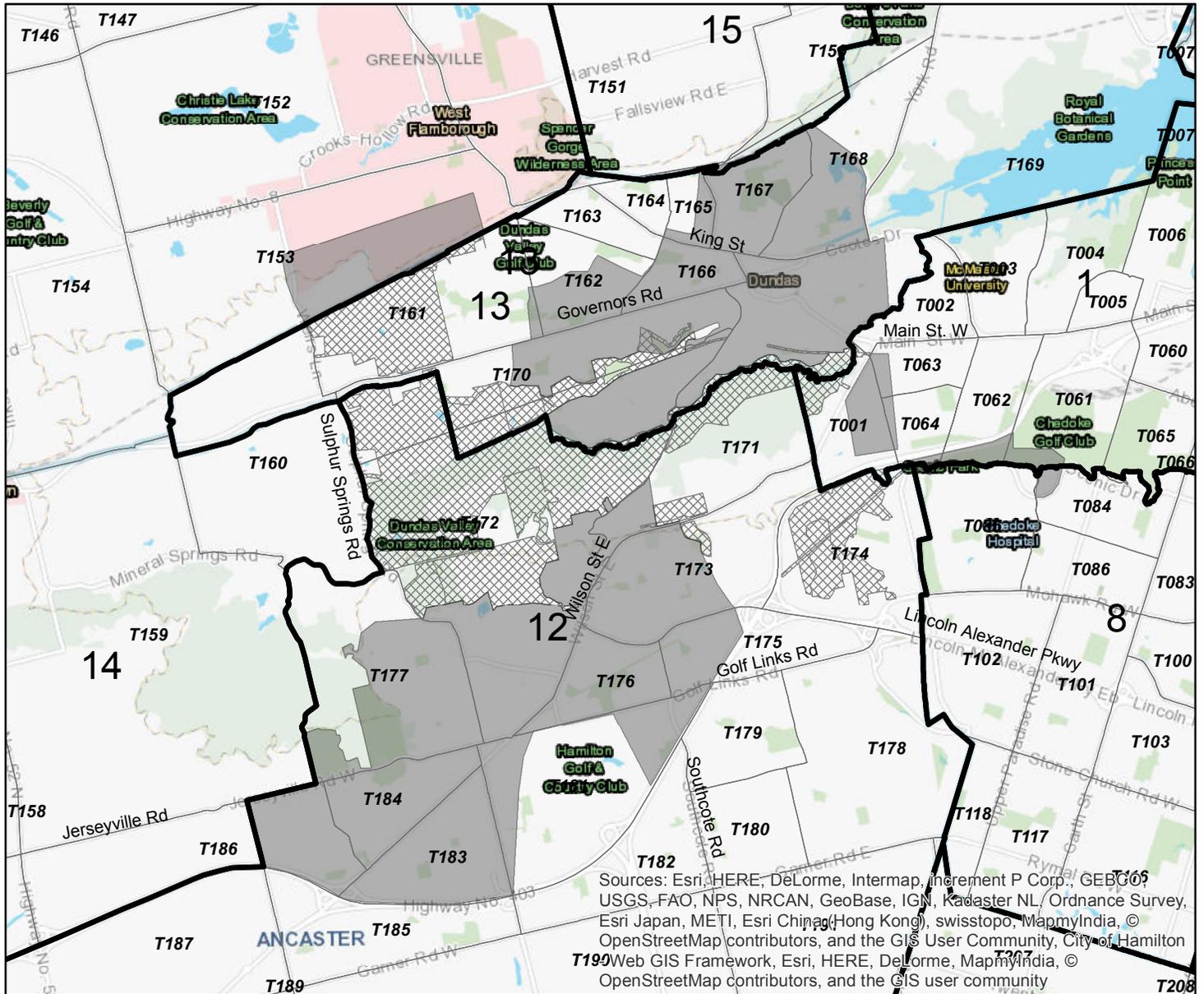
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# 2018 Proposed Aerial Spray Locations



## Legend

- Ward Boundary
- Treatment Areas (1,999 Ha)
- HCA Treatment Areas (803 Ha)
- Grid Boundary



**CITY OF HAMILTON**  
**PUBLIC WORKS DEPARTMENT**  
*Environmental Services Division*

<b>TO:</b>	Chair and Members Public Works Committee
<b>COMMITTEE DATE:</b>	February 22, 2018
<b>SUBJECT/REPORT NO:</b>	Waste Management System Development – Waste Processing Contracts (PW16059c) (City Wide) (Outstanding Business List Item)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Raffaella Morello, (905) 546-2424, Extension 3926
<b>SUBMITTED BY:</b>	Craig Murdoch, B. Sc. Director, Environmental Services Division Public Works Department
<b>SIGNATURE:</b>	

**Discussion of Appendix B in closed session is subject to the following requirements of the City of Hamilton's Procedural By-law and the *Ontario Municipal Act, 2001*, as amended:**

- ◆ 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;
- ◆ a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

**RECOMMENDATION**

- (a) That staff continue to negotiate the extension of Contract C11-74-02 between Canada Fibers Ltd. and the City of Hamilton for the operation and maintenance of the City of Hamilton's Materials Recycling Facility beyond the current expiry date of March 31, 2020, and, if successful, will report back to Council by the end of the first half of 2018 on the outcome of the negotiations including the recommended length of the extension;
- (b) That in the event staff are unable to negotiate an extension for Contract C11-74-02 as outlined in recommendation (a), that staff investigate the procurement

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**SUBJECT: Waste Management System Development – Waste Processing  
Contracts (PW16059c) (City Wide) - Page 2 of 11**

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requirements for the operation and maintenance of the City of Hamilton's Materials Recycling Facility or, alternatively, investigate processing capacity at an external materials recycling facility for the City's recyclable materials for a period of 1 to 2 years;

- (c) That Contract C11-105-03 between Maple Reinders Constructors Ltd. and the City of Hamilton for the operation and maintenance of the City of Hamilton's Central Composting Facility be extended for a one-year term from January 1, 2021 to December 31, 2021, with an optional one-year extension, in accordance with the contract provisions included in Appendix A and Appendix B attached to Report PW16059c;
- (d) That the Mayor and City Clerk be authorized and directed to execute all necessary documents to implement recommendation (c) with content acceptable to the General Manager of Public Works and in a form acceptable to the City Solicitor;
- (e) That Appendix "B" to Report PW16059c, respecting the Waste Management System Development – Waste Processing Contracts, remain confidential; and
- (f) That the Resource Recovery and Circular Economy Act from Public Works Report 17-002, Item (f)(i), be removed from the Public Works Committee's Outstanding Business List.

## **EXECUTIVE SUMMARY**

This report provides information related to the City of Hamilton's Central Composting Facility and Material Recycling Facility operational contracts, and to address the Public Works Committee's request for information on opportunities to delay, defer, or reduce capital investments for waste management projects which may be impacted by provincial legislative changes through the Waste-Free Ontario Act, 2016 (WFOA).

### **Waste Processing Contracts**

On April 26, 2017, Council approved Item 1 of the Public Works Committee Report 17-006 regarding Report PW16059b – Waste Management System Development. Report PW16059b provided direction to staff to enter into negotiations to extend the existing contracts for the operation of the Materials Recycling Facility (MRF) and the Central Composting Facility (CCF) due to uncertainty concerning the WFOA. Staff was directed to report back to Council on the outcome of the negotiations and the recommended length of the extension. The recommended actions include the following:

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**SUBJECT: Waste Management System Development – Waste Processing  
Contracts (PW16059c) (City Wide) - Page 3 of 11**

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- That staff continue the negotiations with Canada Fibers Ltd. concerning the contract terms and length of the extension for the operation of the Materials Recycling Facility Contract C11-74-02.
- That the Central Composting Facility Contract C11-105-03 with Maple Reinders Constructors Ltd., be extended for a fixed term of one year beyond the current expiration date of December 31, 2020 to December 31, 2021, at the agreed upon processing rate. The City may exercise its right to extend the contract for up to one additional year.

Appendix A attached to Report PW16059c includes additional information on the results from the contract negotiations with Maple Reinders Constructors Ltd. The main items that have been addressed through the contract negotiations include the revised operating costs, length of the extension, amendments to the revenue sharing arrangement for the finished compost produced at the CCF, and a revised residue allowance for the inbound compost materials. All other terms and conditions of the existing contract remain the same except general updating of standard contract conditions and removal of any outdated references as a result of the negotiated contract extension.

Staff and Canada Fibers Ltd. have not reached an agreement for the continued operation of the Materials Recycling Facility. Negotiations are currently on hold since the City and Canada Fibers Ltd have not reached a decision on the impact of the Minimum Wage legislation related to the operating costs for the Materials Recycling Facility in 2018 and 2019. Staff and Canada Fibers Ltd. will continue to review the contract terms. In the event the negotiations are successful, staff will report back to Council by the end of the first half of 2018 on the results of the negotiations including the recommended length of the extension. In the event the negotiations are not successful, the City will need to initiate the procurement process in early 2018 for the short-term operation and maintenance of the City's Materials Recycling Facility or to source recycling processing capacity for the City's recyclable materials at an external materials recycling facility.

#### Capital Impacts from the Waste-Free Ontario Act, 2016

At the Public Works Committee meeting held on February 13, 2017, staff was directed to provide information on the waste management capital projects which may be delayed, deferred or cancelled due to potential provincial legislative changes associated with the WFOA.

Out of the capital investments, \$200K from the 2019 capital budget (Account 5121994929) for an alternative disposal facility review can be cancelled. In addition, staff will provide Council further information by the end of the first half of 2018 on the

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**SUBJECT: Waste Management System Development – Waste Processing  
Contracts (PW16059c) (City Wide) - Page 4 of 11**

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potential deferral of the MRF lifecycle replacement (Account 5121751700) which is planned for 2021. Until it is known what the impacts of the WFOA are, staff are unable to determine additional capital deferrals or reductions for waste management projects. This report addresses the question concerning the WFOA's capital implications to date; therefore, Item (Q) can be removed from the Public Works Committee's Outstanding Business List.

***Alternatives for Consideration – See Page 10***

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

**Financial:** The City's 2017 operating budget for the MRF operations is approximately \$3M. The financial impacts of the MRF operations starting in 2021 will be determined through the upcoming procurement process. From a high-level review of recently awarded municipal waste management contracts, there is a general trend towards escalating prices which may be the result of the uncertain legislative impacts associated with the WFOA.

The City's 2017 operating budget for the CCF operations is approximately \$1.9M. The contract extension for the CCF will result in a 9.2% higher cost which will increase the operating cost by approximately \$170K starting on January 1, 2021. Additional information is provided in Appendix "B" to Report PW16059c.

**Staffing:** The existing staff complement is being used to manage the coordination of the 2020 waste management system strategy including waste contract procurement process and contract negotiations, as directed.

**Legal:** Legal Services has been consulted throughout the contract negotiations for the waste management contracts. An amending agreement in a form acceptable to the City Solicitor will be prepared for execution by the Mayor and City Clerk, pending Council's approval of the contract extension for the operation and maintenance of the CCF.

**HISTORICAL BACKGROUND**

**2020 Waste Management System**

The City's contracts for waste processing, transfer, and disposal will expire in and around the year 2020, therefore the City needs to determine the requirements for the future waste management system. Information on the 2020 waste management system development has been provided to Council through several reports including PW16059, PW16059a, and PW16059b. On April 26, 2017, Council approved Report PW16059b,

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**SUBJECT: Waste Management System Development – Waste Processing  
Contracts (PW16059c) (City Wide) - Page 5 of 11**

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which provided direction to staff to negotiate an extension for the existing contracts to operate the City's Materials Recycling Facility and Central Composting Facility as these are the facilities most impacted by the WFOA. Staff was directed to report back to Council by the second half of 2017 on the outcome of the negotiations. Since May 2017, staff has been involved in negotiations with the City's waste processing contractors for the contract extensions.

Report PW16059b also approved the initiation of the competitive procurement process for several contracts including the operation of the City's Transfer Stations, Community Recycling Centres, and the Glanbrook Landfill, and the extension of the contracts for the Household Hazard Waste depot operations, and waste collection services until 2021 which are permitted extensions under the current contracts. Work is underway to prepare and issue the Request for Proposal document for the waste transfer and disposal contracts.

#### Impacts from the Waste-Free Ontario Act, 2016

The Ontario Legislature proclaimed the WFOA on November 30, 2016. The WFOA's objective is to create a 'circular economy' with zero waste where resources are reused/recovered back into the economy. The WFOA will create significant changes on how waste diversion programs are operated within the Province.

The WFOA will have operational implications for the City's waste management system, in particular, the operation of the City's MRF, CCF, and recycling collection services. There will be lesser impact on other contracts including the operation of the Transfer Stations/Community Recycling Centres, Glanbrook Landfill, and waste collection operations for organic waste, yard waste, garbage, and bulk waste. No impact from the WFOA is expected for the City's contracts for weigh-scale house operations, and Reuse Centre operations.

In 2016 and 2017, staff prepared multiple reports, Information Updates, and presentations to keep staff, Council, and the community informed of the WFOA's progress, including potential considerations for Hamilton's waste management system. The Public Works Committee at its meeting held on February 13, 2017 directed staff to provide information on the following:

- Staff to provide an outline of capital investments for waste improvement projects which may need to be delayed or deferred due to provincial legislative changes, considering as well, the impact of provincial decisions on the City's contractual obligations with its service providers (Public Works Committee Outstanding Business List - Item Q).

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**SUBJECT: Waste Management System Development – Waste Processing  
Contracts (PW16059c) (City Wide) - Page 6 of 11**

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Staff reviewed the costs for the City's upcoming waste improvement projects which may be impacted by the provincial legislative changes associated with the WFOA. Table 1 in the "Analysis and Rationale for Recommendation" section identifies the projects which may be cancelled or deferred.

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

**Solid Waste Management Master Plan (SWMMP)**

The waste management contract operations play an essential part of the City's SWMMP's guiding principles and recommendations, including:

- The City of Hamilton must lead and encourage the changes necessary to adopt the principle of Waste Reduction; and
- The Glanbrook Landfill is a valuable resource. The City of Hamilton must minimize residual waste and optimize the use of the City's diversion and disposal facilities.

In addition to the above, the City's SWMMP supports the Provincial Government's legislative changes to ensure producers are responsible for their waste products and packaging. SWMMP Recommendation #2 indicates that, "The City of Hamilton will continue to lobby for Extended Producer Responsibility (EPR) to encourage manufacturers and retailers to take responsibility for waste they are generating and minimize waste and impacts on the City's integrated waste management system."

**RELEVANT CONSULTATION**

Throughout the development of the 2020 waste management system planning process, staff consulted with the City's Waste Management Advisory Committee and Public Works Committee members. Additionally, consultation will continue with the Procurement Section, Legal Services Division, and Finance and Administration Section concerning the procurement process and contract negotiations.

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

The information and recommendations outlined in this report have City wide implications related to the City's waste management service contracts and provincial legislative changes which have an impact on the City's waste management operations.

**Waste Processing Contracts Overview**

The City has eight contracts for waste related services which will expire in and around the year 2020. Work is in progress to prepare the requirements for the City's future waste management system. Several factors including public opinion, resource needs,

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**SUBJECT: Waste Management System Development – Waste Processing  
Contracts (PW16059c) (City Wide) - Page 7 of 11**

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waste diversion opportunities, and regulatory changes are being considered as part of the development of the new waste management system.

#### Materials Recycling Facility Operations

Canada Fibers Ltd. has operated the City's MRF since April 1, 2003. Their initial contract ended on March 31, 2013, and through Public Works Committee Report 11-014, Council approved the current seven-year contract which expires on March 31, 2020. Canada Fibers Ltd.'s contract includes the operation and maintenance of the MRF along with marketing the City's recyclable materials which are processed at the MRF. As part of the City's initial contract, Canada Fibers Ltd. installed and owns the fibres processing equipment, balers, and rolling stock at the MRF.

After the approval of Report PW16059b in April 2017, staff and Canada Fibers Ltd. representatives began negotiation of a potential contract extension. Staff and Canada Fibers Ltd. have not been able to achieve consensus on the requirements for the contract extension. As a result, the negotiations are currently on hold until there is further clarification on the City's position concerning the Minimum Wage legislation and its impacts on the MRF contract. Pending the outcome of this decision, staff will provide further information to Council by the end of the first half of 2018 concerning the potential contract extension.

#### Central Composting Facility Operations

Maple Reinders Constructors Ltd., ("MRCL") and their sub-contractor, AIM Environmental Group ("AIM"), have been involved with the design, construction, and operation of the City's CCF since 2004. The CCF's design and construction contract began in January 2004 and the operations and maintenance agreement contract began on December 21, 2005, and expires on December 31, 2020.

Staff and MRCL/AIM's representatives were able to achieve consensus on the requirements for the CCF contract extension. The contract discussions included the review of length of the contract term, operating requirements, and cost implications. The contract extension has been negotiated to one year, with one optional one-year extension at the City's discretion. The main items negotiated as part of the contract extension include the following:

- AIM will be responsible for the operation, maintenance, and replacement of any equipment under the same terms and conditions within the current contract.
- AIM will continue to be responsible for marketing the compost materials produced at the CCF however they shall receive all revenues from the sale of the finished compost.
- The agreement shall be revised to reflect a new increased allowable residue rate for inbound compost materials.

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**SUBJECT: Waste Management System Development – Waste Processing  
Contracts (PW16059c) (City Wide) - Page 8 of 11**

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- As of January 1, 2021, the total per tonne processing rate paid to MRCL will be increased by 9.2% in comparison to the current contract ending on December 31, 2020. The escalation factor for the annual operating cost will be revised to reflect a new blended rate which includes the following:
  - Consumer Price Index for Canada, which typically accounts for labour adjustment(s);
  - Industrial Price Index for Ontario Material handling equipment, to account for the industrial equipment cost adjustment(s); and
  - Consumer Price Index for Ontario to account for energy cost adjustment(s).

The negotiated processing cost starting on January 1, 2021 is approximately 9.2% higher than the current operating rate at the end of December 2020. This increase is attributed to several factors which include the following:

- An amended escalation rate - The escalation factor and Consumer Price Index used for the existing CCF contract is based on the cost for natural gas, which was the standard used in the early 2000s when the facility was initially developed. The revised Consumer Price Index is based on a combination of hydro, water, fuel, and natural gas which is a better reflection of the energy requirements for the current facility operations. Using the revised escalation factor and Consumer Price Indices would provide greater fairness for the City's operator in comparison with the previous standard.
- Revised allowable residue rate – The City has an allowable residue rate of 5% for inbound materials in the current contract. As part of negotiations, it was agreed that the City's allowable residue rate would be revised to 7% considering that compostable bags are now allowed in the City's organics collection program. The City made this change to the program in 2006 after MRCL/AIM bid on the contract in 2004. Allowing the compostable bags has caused higher contamination rates for the inbound materials.
- Processing rate – The current per tonne processing rate was negotiated in 2003 and 2004 as part of the original Operations and Maintenance agreement. At the time, composting facility technologies in Ontario were beginning to develop and there were different compost quality standards. Composting processing requirements have become more stringent since that time, which now requires greater emphasis on meeting revised provincial compost quality guidelines. This has resulted in increased costs to meet the revised compost quality standards. Increasing the per tonne processing rate will compensate the operator for increased equipment maintenance costs due to the advanced age of the CCF's processing equipment which will be 15 years old when the original contract is set to expire.
- Revenue from the sale of finished compost – In the current contract, the net revenues from the sale of finished compost is shared between the Contractor and the City. Through the negotiation process the City has agreed that all revenues will

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**SUBJECT: Waste Management System Development – Waste Processing  
Contracts (PW16059c) (City Wide) - Page 9 of 11**

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be retained by the Contractor. Over the past three years the City has received approximately \$14,000 from the net sale of finished compost annually.

The negotiated processing cost brings the contractor's increases in line with the City's annual municipal tax increase over the past 10 years. Although the negotiated processing cost reflects an increase to the current processing rate, it remains significantly lower compared to the processing costs from other similar composting facilities in Ontario. Additional information is provided in Appendix "B" to Report PW16059c.

#### Impacts from the Waste-Free Ontario Act, 2016

The WFOA will significantly change how recyclables, organics, and residential waste are managed in Ontario. Over the next few years, the Ontario Government will be introducing strategies and regulations to transition the Province's existing waste diversion programs to a new producer responsibility system. In 2017, the Ontario Government has taken several steps towards implementing various components of the WFOA. These activities include preliminary requirements to transition the used tires collection program in the Province, issuing the draft food and organic waste framework, and the draft Blue Box Transition Plan.

Table 1 summarizes the capital projects which are planned for the City's waste management system. Information on possible projects which may be delayed, deferred or cancelled is outlined in the table.

Project & Summary	Project ID & Value	Preferred Recommendation
Alternative Disposal Facility: consideration of alternative disposal technologies in accordance with SWMMP Recommendation #6	5121994929 \$200K (2019)	Project funding can be cancelled.
MRF Lifecycle Replacement: funding to update/replace the MRF	5121751700 \$0.15 Million (2020) \$3 Million (2021)	Staff shall report back to Council by the end of the first half of 2018 to provide further information if this project should be deferred. Potential deferral is subject to receiving further information from the Ontario Government concerning the Province's amended Blue Box Plan.

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**SUBJECT: Waste Management System Development – Waste Processing  
Contracts (PW16059c) (City Wide) - Page 10 of 11**

Table 1 – Waste Management Capital Projects		
Project & Summary	Project ID & Value	Preferred Recommendation
CCF Lifecycle Replacement: funding for building/equipment repairs/ lifecycle replacement	5122049003 \$1.2 Million (2020)	No changes are proposed since the provincial legislative changes will require increased organics diversion in the future.

Staff will continue to participate in stakeholder sessions and submit comments to the Province on the policies and regulations related to the WFOA. Additional information will be provided to Council once further details are shared by the Ontario Government. It is anticipated that further information will be available on the Blue Box Transition Plan in early 2018. A report will be provided to Council by the end of the first half of 2018 with an update on the WFOA, including impacts on the City's waste management operations.

### **ALTERNATIVES FOR CONSIDERATION**

In the event that the extension for the CCF operations contract is not approved in Report PW16059c, an alternative would be to initiate the procurement process for the short-term operation and maintenance of the CCF. There may be financial implications in the event higher operating costs are received through the procurement process.

In the event that the negotiations are unsuccessful for the MRF operations, there are two processing options available for the City's MRF: (1) the City may obtain a short-term vendor for the operation and maintenance of the City's MRF, or (2) the City may obtain processing capacity at an external materials recycling facility to process the City's recyclable materials. The procurement document could be structured to allow vendors to submit a bid on either processing option. The proposed contract length would be short term, i.e. one-year, with an optional one-year extension, in the event that the City may need to amend its recycling processing requirements in response to provincial legislative changes.

### **ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN**

#### **Clean and Green**

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**SUBJECT: Waste Management System Development – Waste Processing  
Contracts (PW16059c) (City Wide) - Page 11 of 11**

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**APPENDICES AND SCHEDULES ATTACHED**

Appendix A - Central Composting Facility Contract Extension Negotiations

Appendix B to Report PW16059c – Confidential – Distributed under separate cover

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## **Central Composting Facility Contract Extension Negotiations**

### **Summary of Negotiated Contract Provisions – Contract C11-105-03**

Maple Reinders Constructors Ltd. agrees to:

1. The term of the agreement extension will be for one year from January 1, 2021 to December 31, 2021, with one optional renewal term, if exercised by the City, shall be from January 1, 2022 to December 31, 2022.
2. Market the finished compost on behalf of the City under the same terms and conditions of the City's current marketing agreement.
3. General updating of standard contract conditions and removal of any outdated references as a result of the negotiated contract extension.
4. Will accept risk on major capital maintenance on items that exceed \$5,000.00 with the continued processing of merchant capacity.

City of Hamilton agrees to:

1. The term of the agreement extension will be for one year from January 1, 2021 to December 31, 2021, with one optional renewal term, if exercised by the City, shall be from January 1, 2022 to December 31, 2022.
2. Amend the contract to reflect the new per tonne processing rate when the contract begins in January 2021.
3. Amend the contract to reflect a new escalation factor which shall apply for the new per tonne processing rate when the contract begins on January 1, 2021.
4. Amend the contract to reflect the Contractor shall receive all revenue from the sale of finished compost.
5. Amend the contract to reflect the revised allowable residue rate when the contract begins on January 1, 2021.



**CITY OF HAMILTON**  
**PUBLIC WORKS DEPARTMENT**  
*Engineering Services Division*

<b>TO:</b>	Chair and Members Public Works Committee
<b>COMMITTEE DATE:</b>	February 22, 2018
<b>SUBJECT/REPORT NO:</b>	Changes to Transfer of Review Program with Ministry of Environment and Climate Change (PW18019 / PED18053) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Susan Jacob (905) 546-2424, Extension 2621
<b>SUBMITTED BY:</b>	Gary Moore, P.Eng. Director, Engineering Services Public Works  Tony Sergi, P.Eng. Senior Director of Growth Management Planning and Economic Development
<b>SIGNATURE:</b>	

**RECOMMENDATION**

- (a) That the City Manager be authorized and directed to execute an Agreement with the Ministry of Environment and Climate Change enabling the continued participation of the City in the Transfer of Review Program in a form satisfactory to the City Solicitor;
- (b) That Staff designated in writing by either the General Manager of Public Works or General Manager of Planning and Economic Development be authorized to sign any application forms required by the Ministry of Environment and Climate Change as part of the Transfer of Review Program under the Ontario Water Resources Act;
- (c) That the General Manager of Public Works and General Manager of Planning and Economic Development be authorized to execute any further renewals and amendments to the Transfer of Review Program Agreement referred to in recommendation (a) as may be required by the Ministry of Environment and Climate Change from time to time with content satisfactory to the General Manager of Public Works and General Manager of Planning and Economic Development, and form satisfactory to the City Solicitor.

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**SUBJECT: Changes to Transfer of Review Program with Ministry of Environment and Climate Change (PW18019 / PED18053) - Page 2 of 5**

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**EXECUTIVE SUMMARY**

The purpose of this report is to seek authority from City Council to enter into an Agreement with the Ministry of Environment and Climate Change to be able to continue to participate in the Transfer of Review (TOR) Program. This process delegates the review to the City for specific sewage works associated with non-complex undertakings with a low potential for any environmental or public health impacts and have a low level of technical complexity. TOR takes lesser time for the issue of an Environmental Compliance Approval in comparison to a direct submission process. City of Hamilton has been a participant in the TOR Program from 1989. The Development Industry has also benefitted from the TOR process as it generally results in more timely approvals.

***Alternatives for Consideration – See Page 5***

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

**Financial:** The updated Agreement will require City Staff to invest more time in the review process. The fees structure required to recover the costs for the same is still to be determined and may require updating.

**Staffing:** The TOR Program can be supported only if City has competent Review Engineers employed by the City. The participating Departments will have to review their resources and align the organizational structure to be able to support this Program.

**Legal:** If the proposed TOR Agreement is not authorized, all works that would otherwise be subject to it and which require ECA will be subject to direct applications to the MOECC.

**HISTORICAL BACKGROUND**

The TOR Program is a voluntary program that is designed to benefit applicants, Municipal partners and the Ministry of Environment and Climate Change (MOECC). The TOR Program is an efficient, effective and timely review process for specific sewage works associated with non-complex undertakings with a low potential for any environmental or public health impacts and have a low level of technical complexity. Under the TOR Program, the Environmental Compliance Approval (ECA) application and the corresponding fee are submitted directly to the participating Municipality which completes the administrative and technical review of the ECA application and prepares a draft ECA. A professional engineer in the participating Municipality documents the completed review in a letter of recommendation which is submitted to the Ministry together with the draft ECA and all the application information. Upon receipt the Ministry confirms that the documentation required has been submitted, and the Ministry's signing Director considers the Municipality's recommendation to issue or refuse the ECA. This process delegates the review to the City and takes lesser time for the issue of an ECA in comparison to a direct submission process. City of Hamilton has been a participant in the TOR Program from 1989. The Development Industry has also benefitted from the TOR process as it generally resulted in more timely approvals.

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**SUBJECT: Changes to Transfer of Review Program with Ministry of Environment and Climate Change (PW18019 / PED18053) - Page 3 of 5**

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On 10 November 2017, the Ministry informed the City that it is updating the TOR Program to provide clarity, increased rigor and efficiencies in program delivery. The Ministry has provided three options and would like to utilize an updated Agreement to ensure that all participants are following the same Program requirements. The options are to:

- Continue to participate in the Program under the updated Agreement
- Continue to participate in the Program under the updated Agreement and expand the works allowed to be reviewed
- Withdraw from the Program

As a current participant the City of Hamilton is required to notify the Ministry in writing, no later than January 31, 2018 as to which option to choose.

The Ministry will be contacting the City to enter into the new Agreement. Staff is requesting the City Council's approval for the City Manager to enter into this Agreement on behalf of the City.

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

An ECA is required under Part II.1 of the Environmental Protection Act for unique types of operations, such as landfill sites or wastewater treatment plants and must meet the specific conditions set out in the ECA.

By entering into an Agreement with the Ministry to participate in the TOR Program, the City ensures that all applications and their supporting documentation for an ECA meet all applicable Terms and Conditions set by the Agreement and Schedules attached to the Agreement, prior to submitting them to the Ministry for approval. The City can conduct a review of its own Municipal works and also on behalf of other parties whose projects are entirely within City boundaries and where there is an Agreement with the Municipality pursuant to the Planning Act that the ownership of the system may be transferred to the Municipality.

This Agreement comes into force on the day that the Agreement is signed by the Municipality.

In accordance with section 9 of s.179.1 of Environmental Protection Act (EPA), the Municipality has the authority to collect the fee.

The City and Ministry mutually agree on the works that can be processed under TOR Program. The works can be amended by either party at any time. Subject to some exceptions set out in the TOR Agreement, the following sewage works can be processed under the Program:

- New or modified Municipal or private sanitary sewers, forcemains or siphons that are not combined sewers
- New or modified, Municipal or private sanitary sewage pumping stations that do not discharge directly to a sewage plant

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**SUBJECT: Changes to Transfer of Review Program with Ministry of Environment and Climate Change (PW18019 / PED18053) - Page 4 of 5**

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- New or modified Municipal or private storm sewers, ditches, culverts and grassed swales
- New or modified Municipal or private oil/grit separators

Sanitary Sewage works that provide any treatment are not allowed to be submitted through this program. Similarly storm sewer works that are located on or service industrial lands, super pipes, that requires monitoring of effluent criteria etc. cannot be included under this Program.

The Ministry lists the works that cannot be considered under TOR under any circumstances. If the works listed in an application has been constructed or are being constructed before an ECA has been issued, the Municipality has to inform the Ministry and also return the application and fees to the applicant and they must apply to the Ministry directly.

Consultation and clearance, approval or permit from other Agencies such as Conservation Authorities, Ministry of Natural Resources and Forestry, Niagara Escarpment Commission etc. are to be in place before the application is accepted for review.

The City must ensure that all applications satisfy the requirements for Indigenous Consultation per the Environmental Assessment Act.

The City is responsible for conducting the technical review and evaluation of the applicant's information in accordance with Ministry guidelines. Only Professional Engineers employed by the City are allowed to conduct the technical review under this TOR program. Due to additional responsibilities and procedures added to the City, the time taken by the City Staff to participate in the TOR will increase. The participating Departments will have to review their resources and align the organisational structure to be able to support this Program.

The Ministry will endeavour to issue the Approval in 30 business days.

The Ministry will conduct audits of applications submitted under the program and it may lead to the Ministry to take action including alteration of works or even termination of the program.

The City is also required to provide an annual summary list of the projects that were reviewed and submitted to the Ministry for the previous calendar year on March 31<sup>st</sup> of each year.

This Agreement may be reviewed and amended at any time by mutual Agreement of the signing parties.

### **RELEVANT CONSULTATION**

The following have been consulted during the process:

- Hamilton Water

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**SUBJECT: Changes to Transfer of Review Program with Ministry of Environment and Climate Change (PW18019 / PED18053) - Page 5 of 5**

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- Road Operations
- Growth Management
- Engineering Services
- Legal Services

A presentation was provided to the Development Industry Liaison Group (DILG) on January 15, 2018, regarding changes to the TOR Program and potential operational impacts.

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

The City is a current participant of the TOR Program since 1989. Both City and Development Industry have benefitted from this Program and staff recognizes good value in continuing with this participation.

The Ministry has allowed three options of continuing to participate, withdrawal from the program or continue with additional work. At this time City would like to inform and enter into an Agreement with the Ministry only for Standard Works. This would help us to continue with the current program status quo with some additional works which can be handled with the current staffing structure.

There has to be more clarity on the additional works that are offered to be added to the TOR Program. Staff resources have to be trained and aligned to be able to take on additional responsibilities. Fee structure for the additional review time required for these expanded works also has to be investigated before the City commit to take on the review of these works. The City also has the ability of requesting amendment of the Agreement at any time.

**ALTERNATIVES FOR CONSIDERATION**

City can chose not to participate in the TOR Program. This would lead to the expiry of the current program by a date announced by the Ministry. All works requiring ECA will have to be direct applications which could take up to about 8 months by the Ministry for its processing.

**ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN**

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**APPENDICES AND SCHEDULES ATTACHED**

None

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# CITY OF HAMILTON

## MOTION

Public Works Committee: February 5, 2018

**MOVED BY COUNCILLOR S. MERULLA.....**

**SECONDED BY COUNCILLOR C. COLLINS.....**

### Capital Projects Funding from the Ward 2 Area Rating Capital Reserve

- (a) That staff be directed to complete the following capital projects with funding to come from the Ward 2 Area Rating Capital Reserve:
- (i) Hunter Street and Walnut Street Barrier Planter - \$1475.78
  - (ii) George Street Pedestrian Mall Bollards (George Street at Hess Street) - \$5,000
  - (iii) George Street Planters and Seasonal Lighting - \$7,000
  - (iv) Laneway Maintenance Reserve - \$30,000
  - (v) Corktown Intersection Safety Improvements (Walnut Street and Augusta Street) - \$22,000
  - (vi) Safety and Security Infrastructure at 226 Rebecca Street (CityHousing Hamilton)
  - (vii) Security Infrastructure at 155 Park Street (CityHousing Hamilton)
  - (viii) Ward 2 Public Bench Memorial Program Reserve - \$10,000
  - (ix) Durand Neighbourhood Association/Ward 2 YWCA Seniors Program and Women's Shelter contribution to major capital replacement of cooling system - \$150,000 (as outlined in Appendix A)
  - (x) George Street Promenade lighting / planter boxes / beautification Reserve - \$15,000
  - (xi) George Street at Hess barrier - \$5,000
  - (xii) Corktown Affordable Housing Partnership (Corktown Co-ops Phase 2) - \$42,000 (as outlined in Appendix B)
  - (xiii) James North Art Crawl sidewalk safety measures for summer 2018 - \$60,000
- (b) That the Mayor and City Clerk be authorized and directed to execute any required agreement(s) required by any of the above projects with such terms and conditions being in a form satisfactory to the City Solicitor.

## **Appendix A to Item 9.1**

### **YWCA Cooling System Replacement support**

The Downtown (Durand) YWCA has been running important senior programming and women's services for 40 years at the McNabb location. The entire cooling system at the McNab Street facility needs replacement at approximately \$500,000.

To date, Director Denise Christopherson and her team have been talking with multiple partners in seeking budget support for this important project. One of the YWCA's long-time partners is the Historic Durand Neighbourhood Association. At their January board meeting, the DNA voted to request \$150,000 in Area Rating Capital Reserve from Ward 2 go toward supporting this important renewal project in their neighbourhood.

## Appendix B to Item 9.1

### **Corktown Co-operative Housing- Creation of New Affordable Housing (November, 2017)**

Corktown Co-operative, located at 200 Forest Avenue, Hamilton is looking to create the opportunity for additional safe and affordable housing for households that have very limited options for appropriate and affordable housing in the City of Hamilton. The existing 50 unit housing co-operative has successfully operated a mix of two and three bedroom apartments for 25 years.

The proposed new co-operative housing would be a mix of one bedroom affordable co-op units and larger 4 and 5 bedroom affordable family units. These size units are needed for both the empty nesters and the large families living in the existing co-op and for other residents of Hamilton in need of affordable housing.

These proposed new units would be created in an above grade structure to be built on a site adjacent to the Co-op through the acquisition of two existing semi-detached units. The proposed project will be an affordable apartment building consisting of 20 units in the new building (16 one-bedroom units for seniors and older adults, 2 four-bedroom and 2 five-bedroom units for large families). As planning for the new housing progresses, it may be possible to modestly increase the number of new affordable apartments on the site.

The co-ops goal is to have all of the units be affordable with rents at 80% of CMHC market rent; \$696 for a 1-bedroom and \$985 for the 4 and 5-bedroom units. This level of affordability will be achieved through accessing Federal-Provincial affordable capital dollars in proposal calls to be run by the City of Hamilton in the next one to two years. The new building will be approximately three stories high above surface parking and will contain an elevator to ensure overall accessibility. At least two of the apartments will be designed as wheelchair accessible for persons with physical disabilities. There will be three units in total that are barrier free. The one-bedroom units will be approximately 580 sq. ft. and the larger units will be approximately 1200 and 1350 sq. ft.

The existing semi-detached units located at 221 and 223 Charlton Ave. East are soon to be listed for sale. The current private sector owner and the realtor are aware of the co-op's interest in acquiring these two adjacent properties and there is willingness to consider a sales agreement with Corktown co-op before they are listed on the market. It is expected that the co-op will be submitting a conditional offer of approximately \$210,000/unit prior to November 17, 2017 and that offer would be conditional on financing and completion of a Geotech study in a 20-30 day period.

Corktown Co-operative has met with the City of Hamilton regarding opportunities for adding the much-needed housing units in the City and received positive feedback and support. The Co-op also believes that by working towards building additional units at their Co-op, they will provide a real opportunity to increase affordable housing and the quality of life for the residents of Hamilton as well as the Co-op members.

Specifically, Corktown Co-op has no one bedroom units and when current co-op members become “empty nesters” they are either over housed or they must choose to leave their existing co-op community and neighbourhood. There is also a significant lack of four and five-bedroom units in the City of Hamilton and the co-op doesn’t have any units this size even though there are a number of 5, 6 ,7 and 8- person households living in some of the three-bedroom units.

With an overall capital budget for the project of \$5,583,197, we are anticipating the \$3,000,000 in Fed-Prov. housing funds as well as funding from the city that offsets the City development charges. This will leave a mortgage that will be serviced by the affordable rental revenues.

Accessing a low interest loan from the Hamilton Community Foundation gives Corktown co-op the ability to acquire two semi-detached homes on Charlton, continue to operate them on a rental basis and cover the cost of an interest only loan from the Hamilton Community Foundation for a three year period, while the planning approvals for the proposed new affordable co-op apartment building is undertaken, and applications are made for Federal-Provincial affordable housing capital funding over the next 1 -2 years. During this time, partnership dollars from the Ward 2 Area Rating reserve will assist in covering associated costs in building these new affordable housing units.

# 9.2

## CITY OF HAMILTON

### MOTION

Public Works Committee  
Date: February 22, 2018

**MOVED BY COUNCILLOR T. JACKSON.....**

**SECONDED BY COUNCILLOR.....**

#### **Inch Park Improvements (Ward 7)**

WHEREAS, Inch Park is home to Hamilton Challenger Baseball, an organization that provides sports for players with special needs, and;

WHEREAS, Hamilton Challenger Baseball consists of more than 190 players and 60 dedicated volunteers, and offers the opportunity for those with developmental and physical disabilities to be empowered and assert their independence through sport, and;

WHEREAS, Challenger Baseball has applied for a \$150,000 Field of Dreams Capital Space Grant, through the Jays Care Foundation, to fund improvements to Inch Park. The proposed improvements include a large Picnic shelter, a storage shed, dugout renovations, and upgrades to the baseball diamonds, and;

WHEREAS, allocating additional funding would help ensure proposed improvements are implemented at Inch Park,

**THEREFORE BE IT RESOLVED:**

That staff be directed to proceed with proposed improvements to Inch Park, and that the funding of \$150,000 be approved from the Ward 7 Area Rating Reserve account number 108057 in support of this project.