



## City of Hamilton

# PUBLIC WORKS COMMITTEE REVISED COMMITTEE REVISED

**Meeting #:** 18-004  
**Date:** March 19, 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 *)	
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Discussion of Appendix B to 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) of the Ontario Municipal Act, as amended: 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 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 and a position, plan, procedures, 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.

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**10. NOTICES OF MOTION****11. GENERAL INFORMATION / OTHER BUSINESS**

- 11.1 Update from the General Manager of Public Works respecting Items/Matters of Interest to the Committee
- 11.2 Outstanding Business List
- 11.2.a Item Considered Complete and to be Removed
- 11.2.a.a Waste Management System Development (Item 8.1 of today's agenda)

- 11.2.b Items requiring a revised due date
  - 11.2.b.a Everyone Rides Initiative
    - Current Date: March 19, 2018
    - Revised Date: May 14, 2018
  - 11.2.b.b Strategic Road Safety Program Update
    - Current Date: March 19, 2018
    - Revised Date: December 10, 2018
  - 11.2.b.c Functional Traffic Study for Kenilworth Ave. from Main St. to Barton St.
    - Current Date: June 18, 2018
    - Revised Date: Q4 2018
  - 11.2.b.d Speed Limit Reduction Feasibility Study on the LINC and RHVP
    - Current Date: August 2018
    - Revised Date: Q4 2018
  - 11.2.b.e Glen Carey Delegation (re: a berm on his property)
    - Current Date: March 19, 2018
    - Revised Date: June 18, 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

**Form: Request to Speak to Committee of Council**

Submitted on Tuesday, February 13, 2018 - 1:50 pm

==Committee Requested==

**Committee:** Public Works

==Requestor Information==

**Name of Individual:** Kevin Gonci

**Name of Organization:** The Golden Horseshoe Track & Field Council

**Reason(s) for delegation request:** To provide Council with an update on the Mohawk Sports Park (outdoor track & field) renewal project from a community user group perspective.

**Will you be requesting funds from the City?** No

**Will you be submitting a formal presentation?** No



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

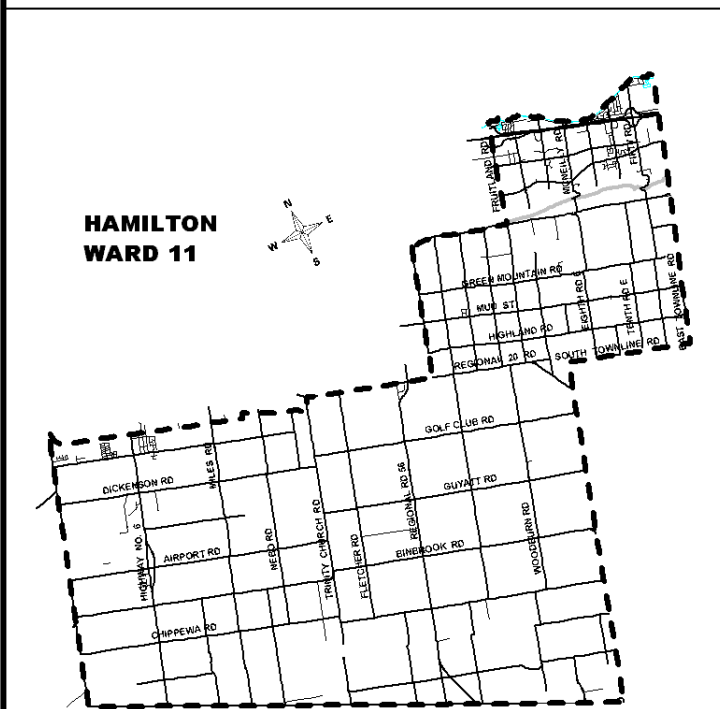
**RECOMMENDATION**

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**



**LOCATION PLAN**

*PROPOSED STOP CONTROL:*

**White Church Road at Nebo Road**

Roads and Traffic Division  
PUBLIC WORKS DEPARTMENT

**LEGEND**

- EXISTING STOP
- PROPOSED STOP

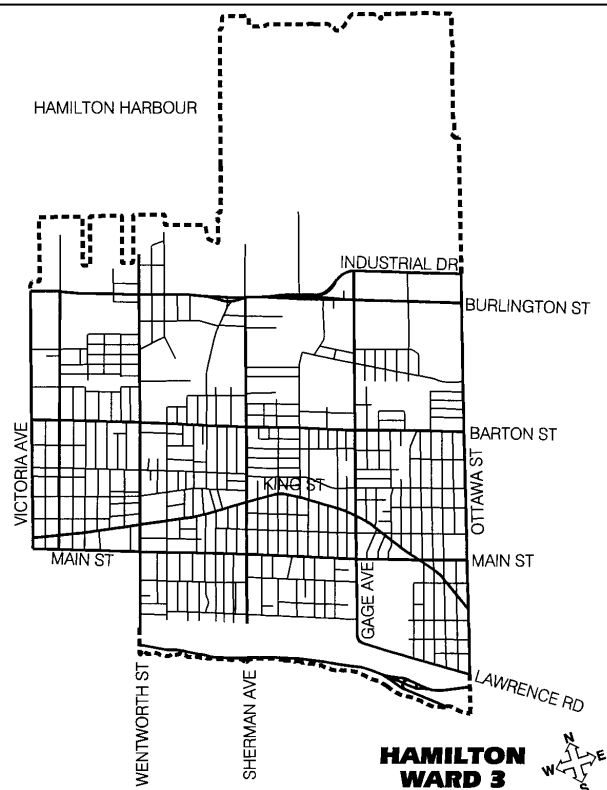
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DATE  
**February 22, 2018**



Proposed Stop Location

### KEY MAP



### LOCATION PLAN

*PROPOSED STOP CONTROL:*

**Afton Avenue at Prospect Street**

Roads and Traffic Division  
PUBLIC WORKS DEPARTMENT

### LEGEND

- EXISTING STOP
- PROPOSED STOP

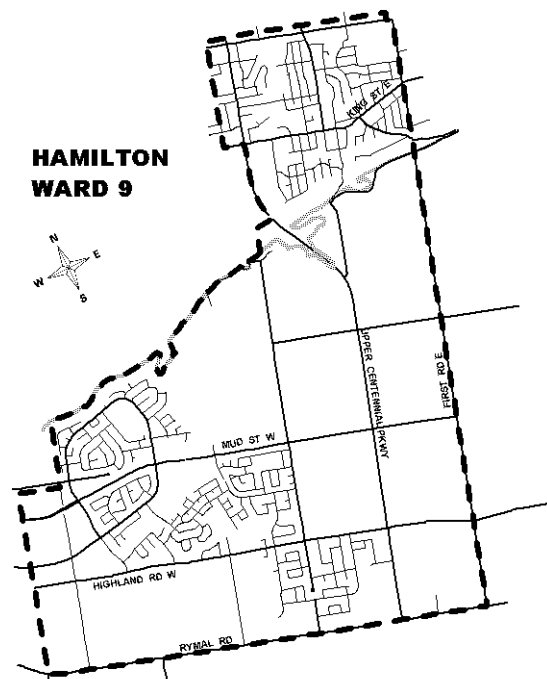
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DATE  
**February 22, 2018**





**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

Martin White, Extension 4345  
PW18001a

**INTERSECTION CONTROL LIST**  
**Public Works Committee – March 19, 2018**  
**PUBLIC WORKS DEPARTMENT**  
**Roads and Traffic**  
**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 "C" Flamborough</b>							
(a)	Centre Road	11 <sup>th</sup> Concession East	EB/WB	All	D	Converting to allway stop – Clr approved	15
(b)	Lynden Road	Power Line Road West	EB/WB	All	E	Converting to allway stop – Clr approved	14
<b>Section "D" Glanbrook</b>							
(c)	Festival Way	Royal Winter Drive	NB	All	A	Binbrook NTMP – Approved by Clr	11
(d)	Pumpkin Pass	Festival Way	NB/SB	All	A	Binbrook NTMP – Approved by Clr	11
(e)	Pumpkin Pass	Blue Ribbon Way	SB	All	A	Binbrook NTMP – Approved by Clr	11
(f)	Windwood Drive	Magnificent Way	SB	All	A	Binbrook NTMP – Approved by Clr	11
<b>Section "E" Hamilton</b>							
(g)	Whitney Avenue	Mericourt Road	NB/SB	All	B	Converting to AWS – Approved by Clr	1
(h)	Elizabeth Court (West Leg)	Mericourt Road	NC	NB	A	Housekeeping – missing t-type stop sign	1
(i)	Elizabeth Court (East Leg)	Mericourt Road	NC	NB	A	Housekeeping – missing t-type stop sign	1
(j)	Walnut Street	Augusta Street	EB	All	A	Converting to AWS – Approved by Clr	2



**Martin White, Extension 4345  
PW18001a**

Intersection		Stop Control Direction		Class	Comments / Petition	Ward	
		Existing	Requested				
Street 1	Street 2						
(k)	Lochearne Street	Breadalbane Street	NB/SB	All	A	Converting to AWS – Approved by Clr	1
(l)	Corinthian Drive	Albion Falls Boulevard	NC	SB	A	Housekeeping – missing t-type stop sign	6
(m)	Dorval Street	Lilacside Drive	NC	WB	A	Housekeeping – missing t-type stop sign	7
(n)	Melody Court	Deerborn Drive	NC	EB	A	Housekeeping – missing t-type stop sign	7
(o)	Ranchdale Drive	Deerborn Drive	NC	EB	A	Housekeeping – missing t-type stop sign	7
(p)	Luscombe Street	Manning Avenue	NB	EB/WB	A	Converting to AWS – Approved by Clr	7
<b>Section “F” Stoney Creek</b>							
(q)	Hargrove Way	Bradshaw Drive	NC	WB	A	Plan of New Subdivision	9
(r)	Midhurst Heights	Bradshaw Drive	NC	WB	A	Plan of New Subdivision	9
(s)	Hargrove Way	Midhurst Heights	NC	SB	A	Plan of New Subdivision	9

**Legend**No Control Existing (New Subdivision) - **NC**Intersection Class: **A** - Local/Local    **B** - Local/Collector    **C** - Collector/Collector    **D** – Arterial/Collector**E** – Arterial/local

**Authority:** Item: Name of Committee  
 Report:  
 Date:  
 Wards: 1, 2, 6, 7, 9, 14, 15

**Bill No.**

**CITY OF HAMILTON**

**BY-LAW NO. 18-**

**To Amend By-law No. 01-215  
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**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 "C" (Flamborough) thereof the following items, namely;

11 <sup>th</sup> Concession East	Eastbound and westbound	Centre Road
Centre Road	Northbound and southbound	11 <sup>th</sup> Concession East
Lynden Road	Northbound and southbound	Power Line Road West
Power Line Road West	Eastbound and westbound	Lynden Road

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

Page 2 of 3

And by adding to Section “D” (Glanbrook) thereof the following items, namely;

Festival Way	Eastbound/Westbound	Royal Winter Drive
Pumpkin Pass	Eastbound/Westbound	Festival Way
Pumpkin Pass	Eastbound/Westbound	Blue Ribbon Way
Windwood Drive	Eastbound/Westbound	Magnificent Way

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

Whitney Avenue	Eastbound/Westbound	Mericourt Road
Elizabeth Court (West Leg)	Northbound	Mericourt Road
Elizabeth Court (East Leg)	Northbound	Mericourt Road
Walnut Street	Northbound/Southbound	Augusta Street
Lochearne Street	Eastbound/Westbound	Breadalbane Street
Corinthian Drive	Southbound	Albion Falls Boulevard
Dorval Street	Westbound	Lilacside Drive
Melody Court	Eastbound	Deerborn Drive
Ranchdale Drive	Westbound	Deerborn Drive
Luscombe Street	Eastbound/Westbound	Manning Avenue

And by adding to Section “F” (Stoney Creek) thereof the following items, namely;

Hargrove Way	Westbound	Bradshaw Drive
Midhurst Heights	Westbound	Bradshaw Drive
Hargrove Way	Southbound	Midhurst Heights

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

Page 3 of 3

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.

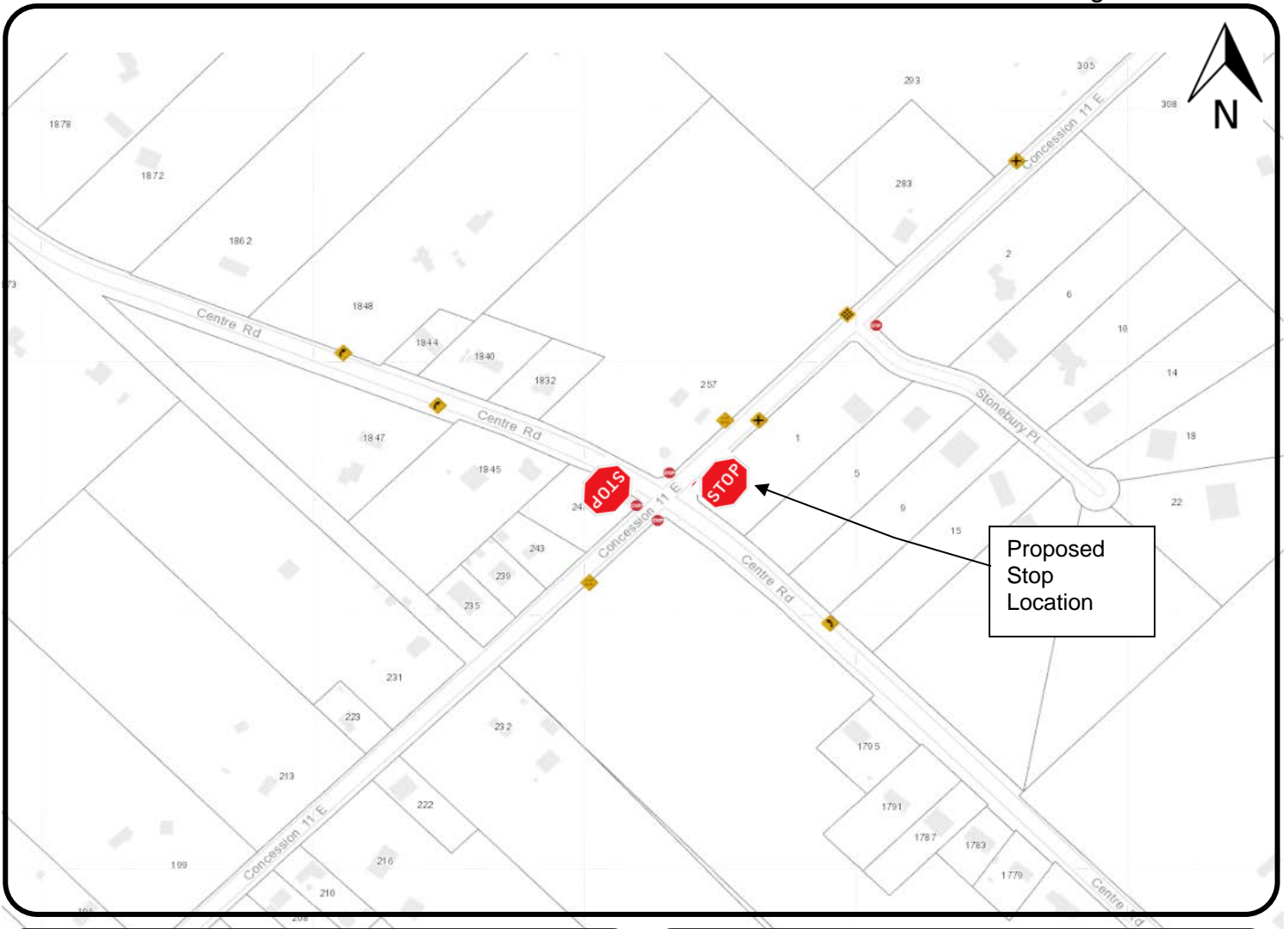
**PASSED and ENACTED** this 28<sup>th</sup> day of March, 2018.

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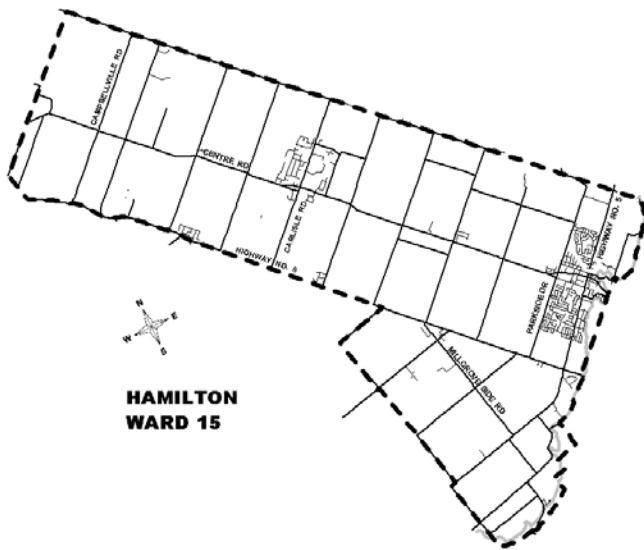
F. Eisenberger  
Mayor

---

Rose Caterini  
City Clerk



**KEY MAP**



**HAMILTON  
WARD 15**

**LOCATION PLAN**

*PROPOSED STOP CONTROL:*

**Centre Road at 11<sup>th</sup> Concession East**

Roads & Traffic  
PUBLIC WORKS DEPARTMENT

**LEGEND**

● EXISTING STOP

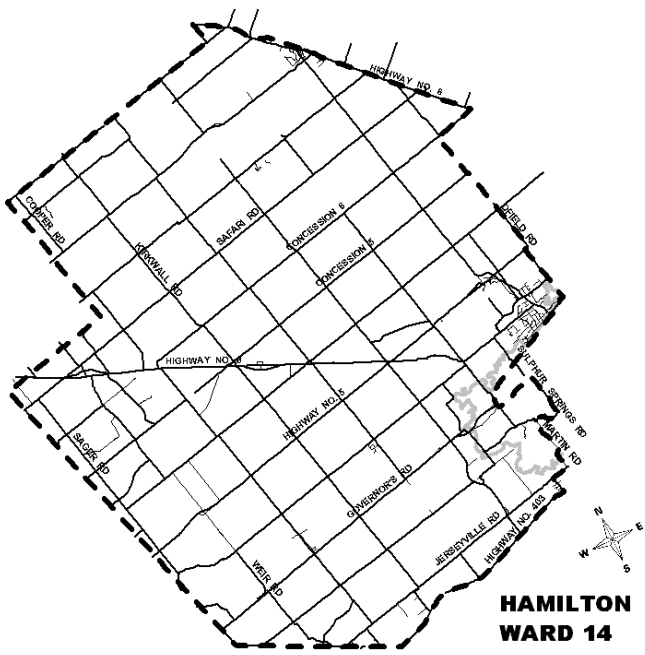
STOP PROPOSED STOP

SCALE  
**NOT TO SCALE**

DATE  
**March 19, 2018**



**KEY MAP**



**HAMILTON  
WARD 14**


**LOCATION PLAN**

*PROPOSED STOP CONTROL:*

**Lynden Road at Power Line Road West**

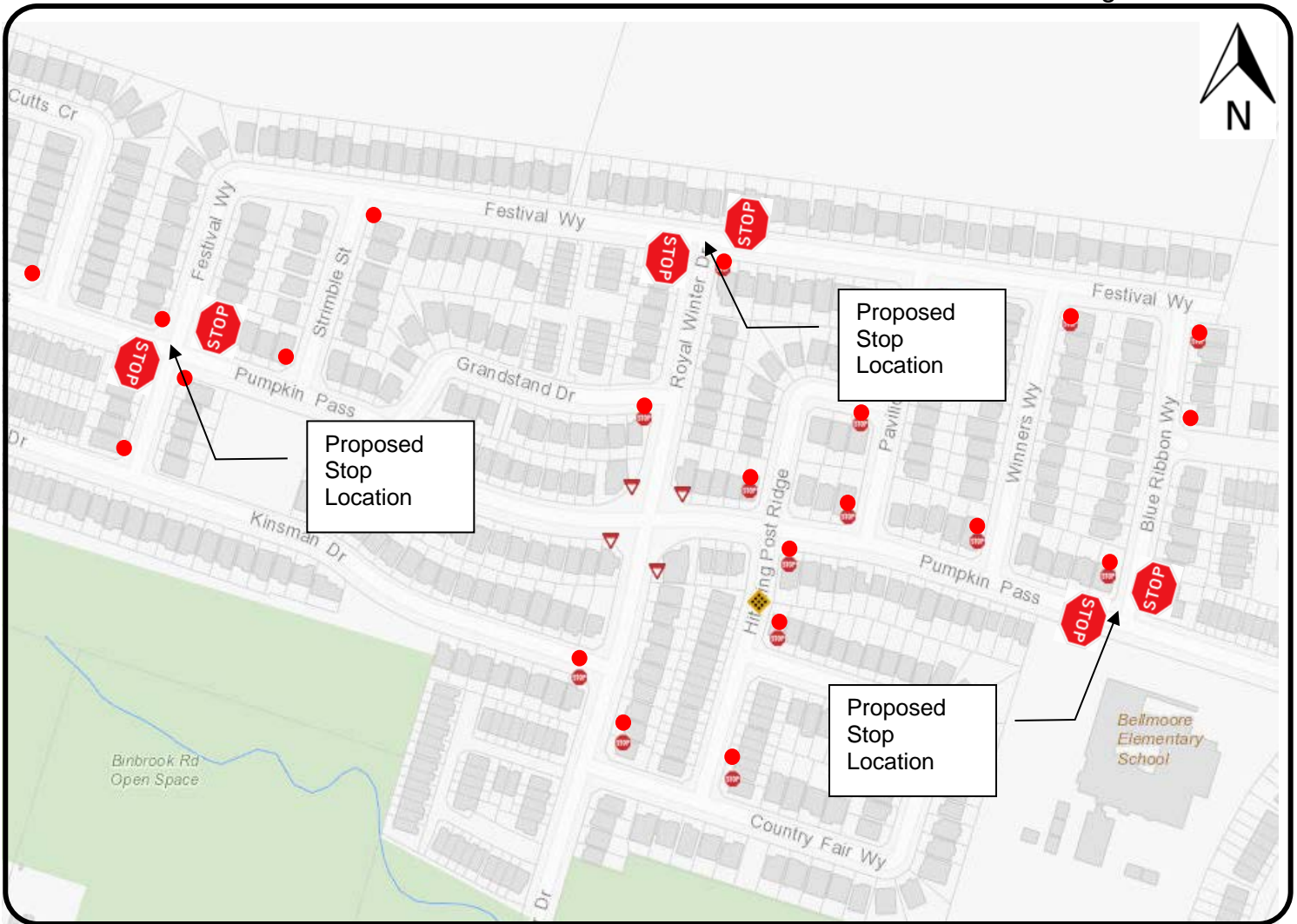
Roads & Traffic  
PUBLIC WORKS DEPARTMENT

**LEGEND**

- EXISTING STOP
-  PROPOSED STOP

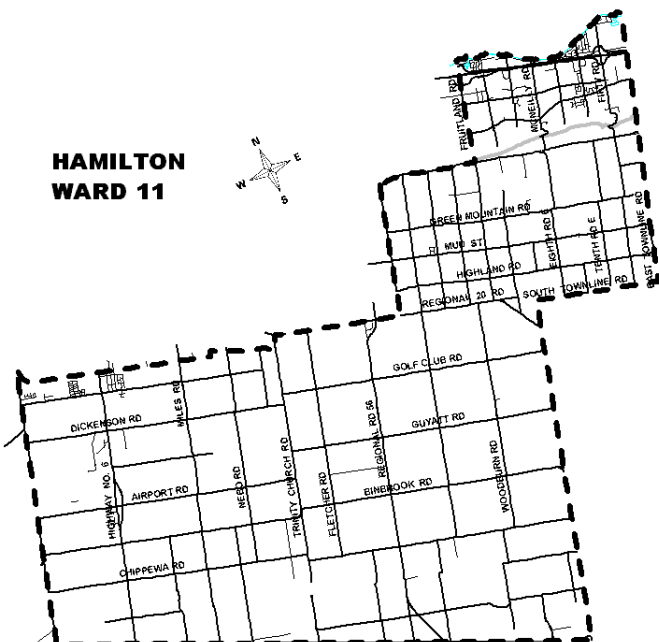
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DATE  
**March 19, 2018**



**KEY MAP**

**HAMILTON  
WARD 11**



**LOCATION PLAN**

*PROPOSED STOP CONTROL:*

**Festival Way at Pumpkin Pass  
Festival Way at Royal Winter Drive  
Pumpkin Pass at Blue Ribbon Way**

Roads & Traffic  
PUBLIC WORKS DEPARTMENT

**LEGEND**

- EXISTING STOP
- PROPOSED STOP

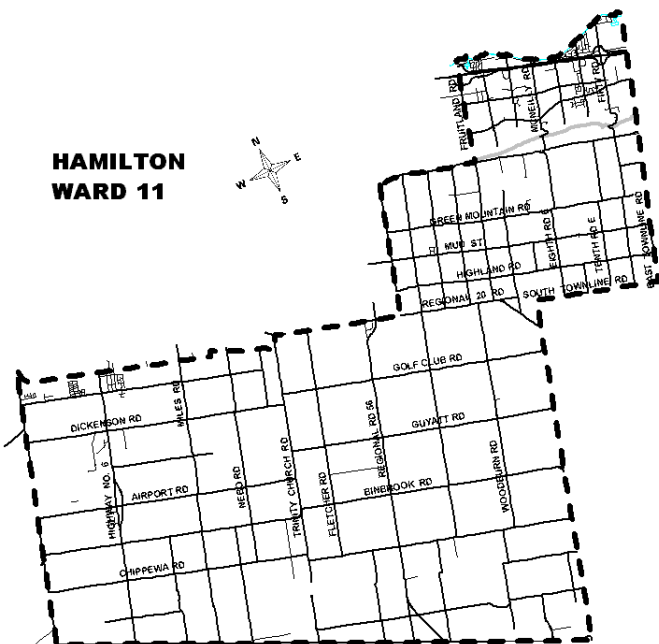
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DATE  
**March 19, 2018**



**KEY MAP**

**HAMILTON  
WARD 11**



**LOCATION PLAN**

*PROPOSED STOP CONTROL:*

**Windwood Drive at Magnificent Way**

Roads & Traffic  
PUBLIC WORKS DEPARTMENT

**LEGEND**

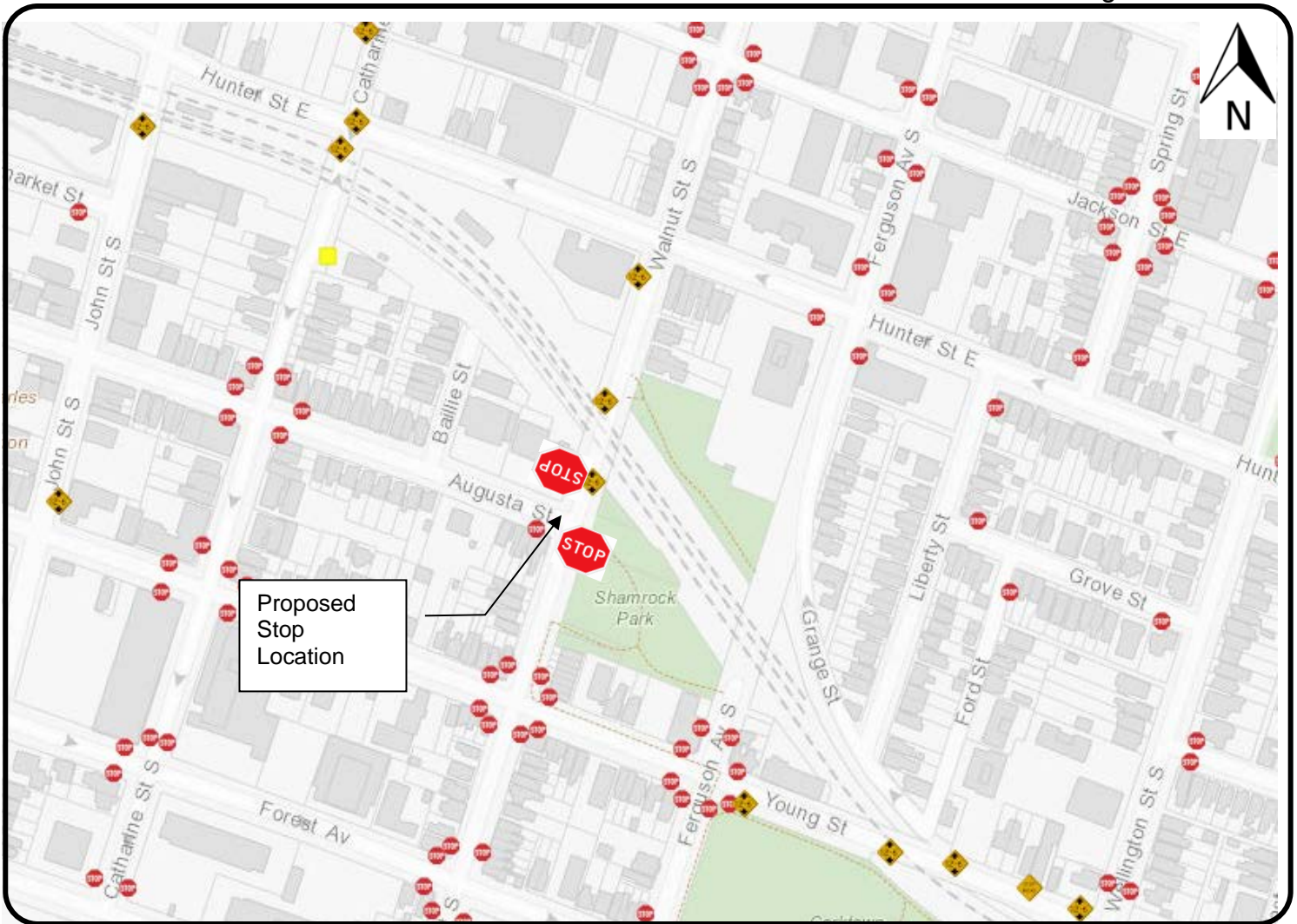
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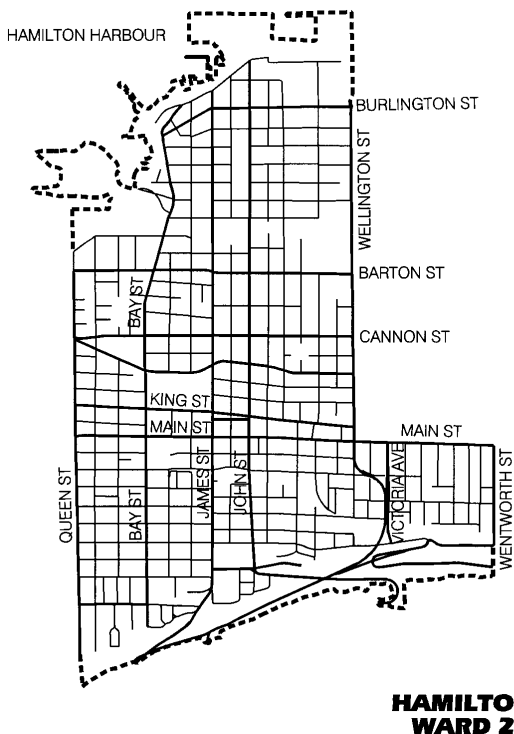
DATE  
**March 19, 2018**







**KEY MAP**



**HAMILTON WARD 2**

**LOCATION PLAN**

*PROPOSED STOP CONTROL:*

**Walnut Street at Augusta Street**

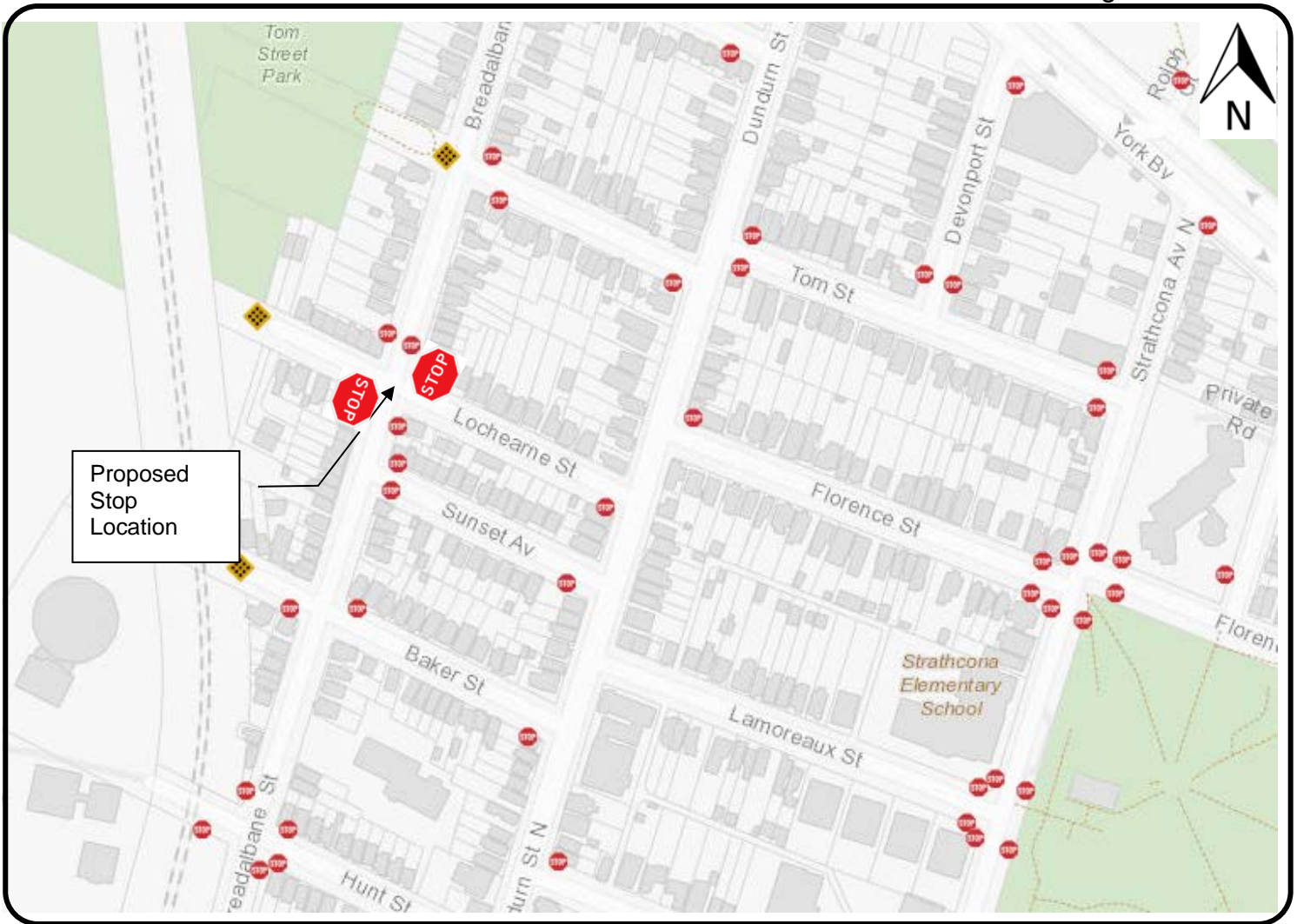
Roads & Traffic  
PUBLIC WORKS DEPARTMENT

**LEGEND**

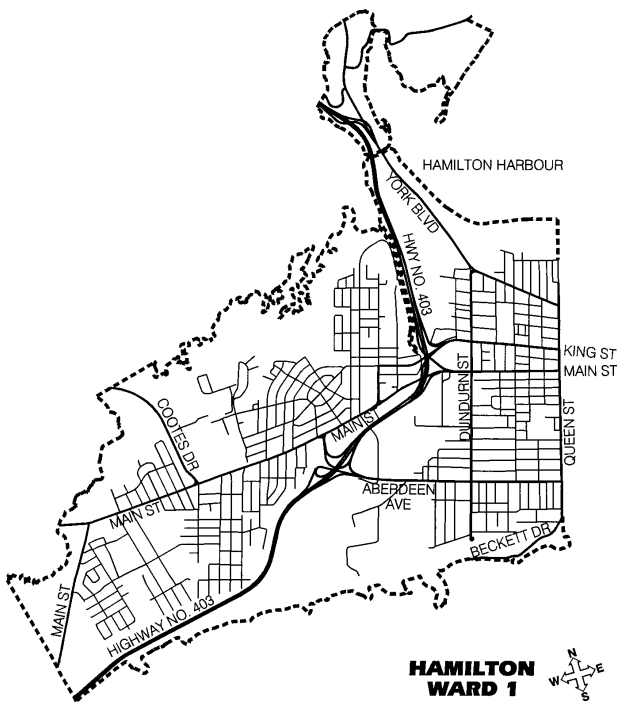
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DATE  
**March 19, 2018**



**KEY MAP**



**HAMILTON  
WARD 1**

**LOCATION PLAN**

*PROPOSED STOP CONTROL:*

**Lochearne Street at Breadalban Street**

Roads & Traffic  
PUBLIC WORKS DEPARTMENT

**LEGEND**

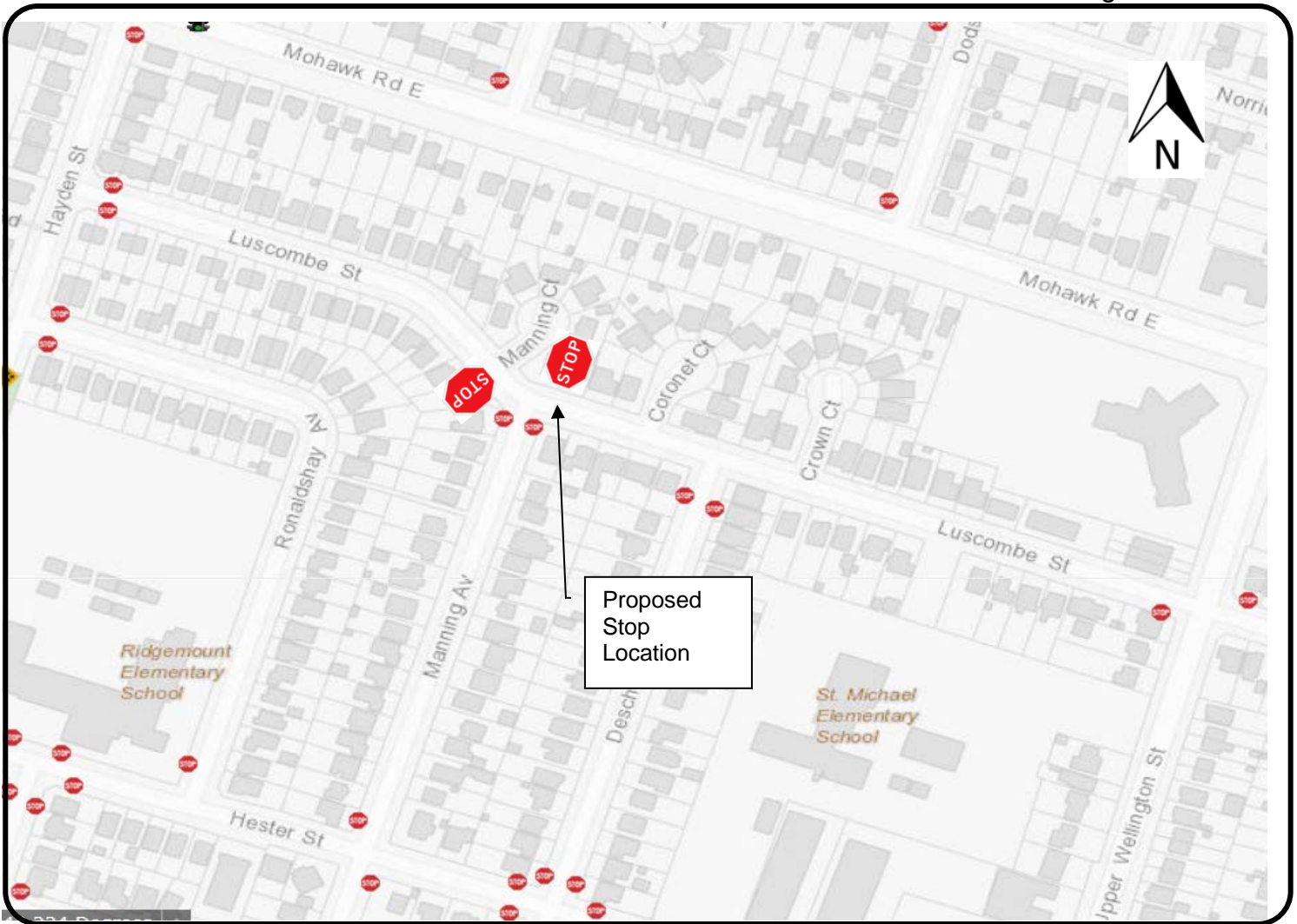
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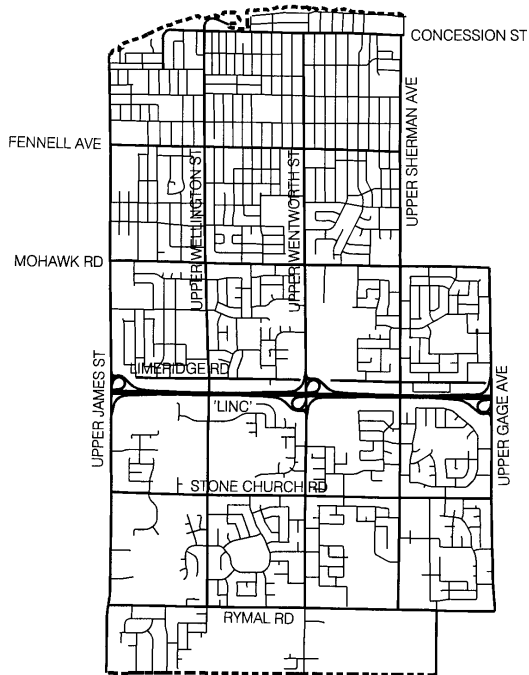
DATE  
**March 19, 2018**







**KEY MAP**



**HAMILTON WARD 7**



**LOCATION PLAN**

*PROPOSED STOP CONTROL:*

**Luscombe Street at Manning Avenue**

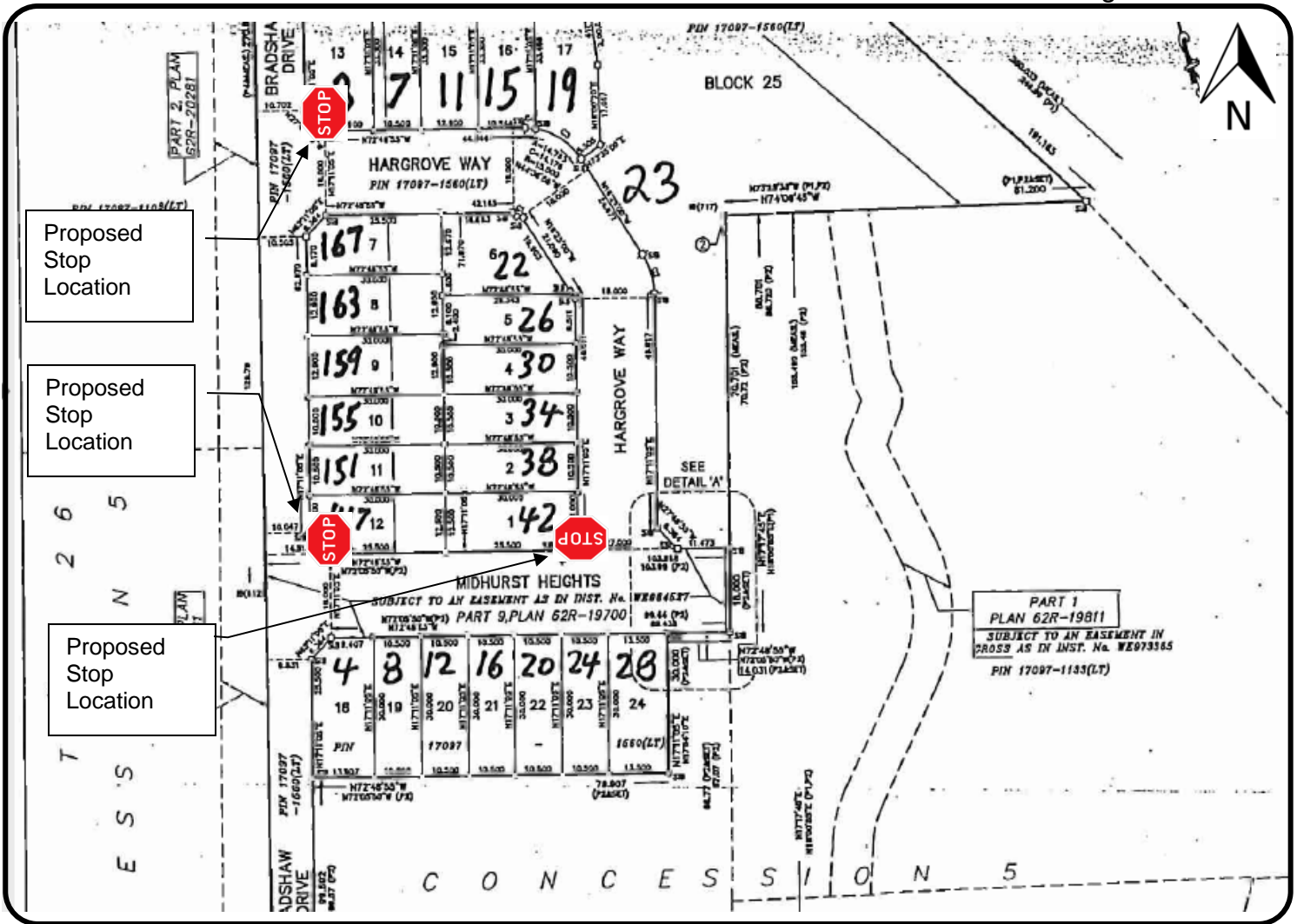
Roads and Traffic  
PUBLIC WORKS DEPARTMENT

**LEGEND**

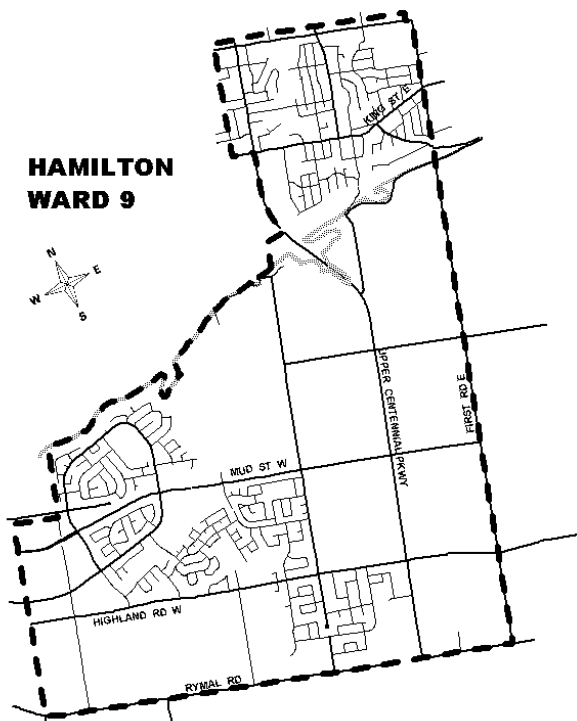
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- PROPOSED STOP

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DATE  
**March 19, 2018**



KEY MAP





LOCATION PLAN

PROPOSED STOP CONTROL:

- Hargrove Way at Bradshaw Drive
- Midhurst Heights at Bradshaw Drive
- Hargrove Way at Midhurst Heights

Roads & Traffic  
PUBLIC WORKS DEPARTMENT

LEGEND

-  EXISTING STOP
-  PROPOSED STOP

SCALE  
NOT TO SCALE

DATE  
March 19, 2018



Hamilton  
Public Works

# REPORT TRACKING FORM

Subject Intersection Control List

Committee Date March 19, 2018

Presentation to Committee - Yes  No  OBL Listing - Yes  No

Contentious Report - Yes  No

Division Roads & Traffic Co-Authors \_\_\_\_\_ Ext. \_\_\_\_\_

Author Stephen Cooper Ext. 2558 (for joint report) \_\_\_\_\_ Ext. \_\_\_\_\_

\_\_\_\_\_ Ext. \_\_\_\_\_

\_\_\_\_\_ Ext. \_\_\_\_\_

Unusual Issues None

\_\_\_\_\_

Internal Discussions With N/A

(Identify employee consulted)

\_\_\_\_\_

\_\_\_\_\_

External Discussions With \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is this a Policy Report ? Yes  No

Legal Review Required Yes  No

If Yes, Verbal Approval from Corporate Counsel Yes  No

Financial Consequences If Yes, \_\_\_\_\_

Yes  No

Approved by Business Administrator (and Date)

Approved by Manager of Finance & Administration (and Date)

**APPROVED BY DIRECTOR**

**FEB - 8 2018**

**Date**

**APPROVED BY  
GENERAL MANAGER FOR SIGNING**

**Date**





## 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**

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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

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**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.



## MINUTES

Keep Hamilton Clean & Green Committee  
 Tuesday, October 17, 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  
 Councillor C. Collins  
 Lennox Toppin  
 Dave Bazowsky  
 Rick Lipsitt  
 Marisa DiCenso  
 Bruce Thomson

**Absent with  
 Regrets:** Mallory Pace, Allan Mills

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

**Minutes:** Diedre Rozema

### 1. WELCOME / INTRODUCTIONS

N/A

### 2. CHANGES TO THE AGENDA

2.1 Amend item 7.4 Grants to move to start of the agenda.

#### 2.2 (Toppin / Lipsitt )

That the agenda for the October 17, 2017 KHCG Committee meeting be approved as amended.

**CARRIED**

### 3. DECLARATIONS OF INTEREST

None declared.

*Keep Hamilton Clean & Green Committee – Minutes – October 17, 2017***4. CONSENT ITEMS**

N/A

**5. PRESENTATIONS**

N/A

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

That the Keep Hamilton Clean & Green Advisory Committee Meeting Minutes, dated September 19, 2017 be approved as presented.

**CARRIED**

6.2 Business arising from minutes: none.

**7. DISCUSSION ITEMS****7.1 Grants****7.1.1 Grants working group report from October 12 meeting**

Working group developed and tested out a scoring tool to be implemented for reviewing future grant applications.

**7.1.2 Review of grant requests****7.1.2.1 HAWG - Hamilton Against Waterfall Garbage**

HAWG has withdrawn their request for funding. Councillor Jackson will follow up with group leaders to determine their reasons for withdrawal.

**7.1.1.2 Barton Village BIA**

After reviewing the application, working group members noted that, although the initiative aligned with the five focus areas of the Clean and Green strategy, it lacked volunteer engagement. Staff will communicate with representatives from Barton Village BIA regarding the Committee's rationale for denying funding for this particular initiative. Barton Village BIA is eligible to apply for funding opportunities for future initiatives.

**(Speranzini / Lipsitt )**

That the Barton Village BIA Grant application of \$1000 not be approved because the funds were to be spent on contractor fees and staff wages and due to lack of volunteer involvement.

**CARRIED**



*Keep Hamilton Clean & Green Committee – Minutes – October 17, 2017*

## 7.2 Administrative

## 7.2.1 Budget report

Based on withdrawal of HAWG's request for funding and denial of Barton Village BIA application, residual funds remaining in 2017 is \$2037. A portion of residual funds will be allocated towards the design and printing of business cards for committee members. Any remaining funds will be allocated towards supplies for Team Up to Clean Up program.

**(Pearson / Thomson)**

That any residual funds in the 2017 budget, beyond remaining meeting expenses and costs associated with production of Committee member business cards, be spent on the purchase of supplies for Team Up to Clean Up.

**CARRIED**

## 7.2.2 Budget Request 2018

Working group met on September 29 to review the draft budget prepared by staff. Working group recommends that reserve funds be requested in order to support a future graffiti victim assistance program.

**(Speranzini / Bazowsky)**

That staff finalizes the 2018 Budget Request, dated October 16, 2017 and presented to the Committee on October 17, and submit to Public Works Committee.

**CARRIED**

## 7.1.4 Business Cards for committee members

Staff presented draft design. Committee members indicated their preference for one sided, rather than two sided, design. Staff will update the design to present at the next meeting in November

## 7.1.5 Educational KHCG Calendar

This item will be revisited in 2018.

## 7.1.6 HWDSB Representation &amp; letter to trustees

The signed letter will be sent to HWDSB on October 18 with note that HWDSB staff member Sue Dunlop has indicated an interest in joining the Committee.

## 7.2 Community Index Litter Audit

Draft of new audit route will be available at November meeting. Staff will confirm that KAB does not require an audit be completed in fall 2017.

## 7.3 Team Up to Clean Up

## 7.3.1 Participation and Community Improvement Report status

Staff provided verbal update.

*Keep Hamilton Clean & Green Committee – Minutes – October 17, 2017*

- 7.4.2 Inventory  
Staff provided verbal update.

- 7.5 Fundraising Working Group Meeting Update  
Staff is developing a goal orientated fundraising plan that will leverage Committee members relationships and community contacts in an appropriate manner. A clearly identified fundraising goal indicating which program area funds will support will serve to motivate sponsors. Staff will support Committee's fundraising efforts by applying for grants and pursuing other sponsorship opportunities that arise.

- 7.6. Estimated Value of KHCG Committee Activities  
Staff to identify which action items to measure and bring back to committee as a discussion item

- 7.7. Community Partnerships  
7.7.1. Clean Canada Together Initiative  
The Committee supported this initiative in 2017. Event organizers have requested staff to confirm that Committee will support the Clean Canada Together Initiative again in 2018.

**(Toppin / Speranzi)**

That staff pursue partnership with the Clean Canada Together initiative for the 2018 event.

**CARRIED**

- 7.7.2. Meeting with Greg Lenko (Escarpment Project)  
Staff provided an update on outcomes from the meeting held on October 6. Greg Lenko would like to increase collaboration with the Committee for the Escarpment Project's annual cleanup event in 2018. Committee members are invited to attend the Escarpment Project's Annual General Meeting on Sunday, November 19 at 11:00 AM to be held at Williams Fresh Café by the waterfront (47 Discovery Drive).

**8. NOTICES OF MOTION**

N/A

**9. MOTIONS**

N/A

**10. OTHER BUSINESS**

*Keep Hamilton Clean & Green Committee – Minutes – October 17, 2017*

- Committee members are reminded that Claire and Stephen Kostyshyn, representatives from the Mountain Horticultural Society, will be attending the next Committee meeting to make a presentation about the Society's work.
- The 97<sup>th</sup> annual Hamilton Fall Garden & Mum Show will be held October 20-29, 2017 at the Gage Park Greenhouse. Committee members are encouraged to attend.
- Committee members are informed that Councillor Collins will bring forward a motion to Public Works Committee to request staff review the standard practice of not offering recycling receptacles in City-owned parks.
- The number of calls from Ward 6 residents regarding illegal dumping and graffiti appears to be decreasing, indicating that the efforts of community volunteers in these areas are being successful.
- Staff are requested to make arrangements for a presentation by Municipal Law Enforcement staff regarding current illegal dumping data and trends at an upcoming Committee meeting.
- A report on the proposed urban forest management strategy is imminent. Staff will follow up with the staff lead from the Planning and Economic Development department and will report back to Committee.
- It is noted that there may not be a need for the Committee to meet in December. Final decision regarding cancellation of the December meeting will be made at next meeting to be held on November 21.
- Staff to report back at November meeting regarding the KAB conference agenda to determine if any topics will be relevant to committee's focus and 2018 work plan.

**11. ADJOURNMENT****(Pearson / Thompson)**

That, there being no further business, the meeting be adjourned at 6:11 p.m.

**CARRIED****Next Meeting:** Tuesday, November 21, 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 (RPRO) 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**



# INFORMATION REPORT

<b>TO:</b>	Chair and Members Public Works Committee
<b>COMMITTEE DATE:</b>	March 19, 2018
<b>SUBJECT/REPORT NO:</b>	2017 Annual Drinking Water Report (PW18026) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Cari Vanderperk 905-546-2424 Extension 3250
<b>SUBMITTED BY:</b>	Andrew Grice Director Hamilton Water Public Works Department
<b>SIGNATURE:</b>	

## Council Direction:

Not Applicable

## Information:

Under the *Safe Drinking Water Act*, there are several annual reporting requirements related to the operation and management of the City of Hamilton's five Drinking Water Systems (DWS) (as identified below).

Licence Number	Drinking Water System (DWS)	Expiration
005-101	Hamilton DWS	May 29, 2019
005-102	Freelton DWS	May 30, 2019
005-103	Greenville DWS	May 29, 2019
005-104	Carlisle DWS	May 29, 2019
005-105	Lynden DWS	May 29, 2019

This Information Report provides a summary of these requirements and highlights key information. More detailed information is provided in the attached two Appendices (A & B).

Summary Report for Municipalities (Appendix A):

As per the *Safe Drinking Water Act*, Ontario Regulation, 170/03, Schedule 22, Council must receive an annual drinking water summary report by March 31<sup>st</sup> of each year. This

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**SUBJECT: 2017 Annual Drinking Water Report (PW18026) (City Wide)Page 2 of 6**

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2017 summary report has been prepared in accordance with the requirements as defined in Schedule 22, for each of the City of Hamilton's five DWSs. Specifically provided are lists of major capital upgrades initiated in 2017 as well as those planned for 2018. There were no Provincial Officer's Orders issued. All confirmed Adverse Water Quality Incidents were reported to the Ontario Ministry of Environment and Climate Change's (MOECC) Spills Action Centre (SAC) and Public Health Services (PHS) and are provided in the report. All water taking quantities and flow rates were within approved rated capacities and provincial water taking limits. Data related to the water quantities, flow rates and monthly average and maximum daily flows (in comparison to approved flow rates) for the five DWSs is also provided.

**Drinking Water Quality Management System - Summary Report (Appendix B):**

The submission of the Drinking Water Quality Management System (DWQMS) Summary Report satisfies requirements of the Drinking Water Quality Management System Standard.

The purpose of the DWQMS Summary Report is to inform Mayor and Council (Owners) of the performance and major milestones achieved in the City's DWQMS. Specifically, the Hamilton Water Division (Operating Authority) is required to inform Top Management (General Manager of Public Works and Director of Hamilton Water Division) and the Owner of the outcomes of the infrastructure, DWQMS audits and management reviews. The DWQMS Summary Report (Appendix B) exceeds these requirements and includes additional information relating to other milestones of the DWQMS.

**Corrosion Control Program:**

The City of Hamilton conducted its Legislated Community Lead Sampling Program for the Woodward DWS between 2008 and 2009 as required by Schedule 15.1 of Ontario Regulation, 170/03. The results of the sampling program indicated that greater than 10 percent of tap water samples collected from residential and non-residential plumbing systems ("at the tap") exceeded 10 micrograms per litre ( $\mu\text{g/L}$ ) in all four sampling rounds and as such the MOECC required the City of Hamilton to prepare and submit a Corrosion Control Plan (CCP) for the Woodward DWS. A CCP was developed and accepted by the Ministry of the Environment (MOE) on June 7, 2011.

Based on the recommendations of the CCP, a phosphate-based treatment approach was identified as the most optimal solution for corrosion control in the Woodward DWS. In 2012 and 2013, the Operating Authority conducted a Corrosion Control Pilot Study, which was subsequently peer reviewed, to ensure that the most appropriate phosphate-based additive was chosen to address the corrosion issue in Hamilton. The results of this work recommended that the City proceed to full-scale implementation with orthophosphate for corrosion control, using phosphoric acid as the source additive.

The Public Works Committee (15-015) recommended that the Corrosion Control Program (Report 15-79) for the Woodward Drinking Water System be approved by Council. Council adopted the recommendation on November 25, 2015 in Report 15-

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**SUBJECT: 2017 Annual Drinking Water Report (PW18026) (City Wide)Page 3 of 6**

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026.

The City of Hamilton updated the MOECC of Council's approval in January 2016 and is moving forward with the implementation of the CCP as outlined in Report 15-015.

The Corrosion Control Building is under construction and operations are to commence in November 2018. As per the implementation plan, the industrial, commercial and institutional customers have been notified of the upcoming changes and the potential impacts on their processes. A complete baseline study of the Hamilton Drinking Water System was completed in June 2017 and the data was analyzed and the results show a stable system with little seasonal variation. The stable conditions of the Drinking Water System will assist when monitoring the Corrosion Control Program once the chemical addition has begun.

#### Financial Plan:

The need to prepare a Water Infrastructure Financial Plan is, in part, a regulatory compliance issue specific to the water licensing requirements defined within the DWQMS and more specifically detailed under Regulation 453/07 - Financial Plans made under the *Safe Drinking Water Act, 2002*. The required Financial Plan for water systems must address a minimum six-year time-frame and be approved by council prior to submission to the province of Ontario. The resulting plans must also be made freely available to the general public. Water Infrastructure Financial Plans for Hamilton have typically been developed to cover a ten-year period of time in order to reflect consistency with the current rate budget process.

The first Financial Plan was created in 2010. The latest revision was approved by Council on January 29, 2014. This most current plan was sent to the Ministry of Municipal Affairs and Housing on January 31, 2014. The next update of the Water Infrastructure Financial Plan is required this year. The financial plan will lay out a sustainable funding model that captures asset replacement, system enhancements and the value of maintenance programs. Efforts are currently under way to provide a new council report by summer of 2018.

#### Risk Assessment Review:

The DWQMS Standard requires that the Risk Assessment be reviewed on an annual basis to verify that the information is current and valid and that the risk assessment process and outcomes be re-evaluated every three years. A re-evaluation of the Risk Assessment scope, criteria, data fields and update of risk assessment data was conducted in 2017 as it was the three-year "redo" milestone for the Risk Assessment. The DWQMS Summary Report summarizes the outcomes of the 2017 risk assessment process.

#### Infrastructure Review:

Hamilton Water must ensure and verify, on an annual basis, the adequacy of water related infrastructure. In order to satisfy the requirements of the DWQMS Standard, the Operating Authority conducted a formal annual review of its vertical (wells, water

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**SUBJECT: 2017 Annual Drinking Water Report (PW18026) (City Wide)Page 4 of 6**

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treatment, storage and pumping) and horizontal (watermains) infrastructure. The scope of the review also considered the operation, maintenance and replacement of existing infrastructure assets as well as new infrastructure planned for the immediate and long-term future.

The evaluation of programs indicates that appropriate processes are in place to identify infrastructure needs. Based on the results of the 2017 infrastructure review, it can be concluded that vertical and horizontal infrastructure is generally found to be available, when needed, and maintained and improved, when necessary. There was significant discussion about ensuring that sufficient capital funds were available for long-term infrastructure upgrades and maintenance. The DWQMS Summary Report includes the major recommendations from the 2017 Infrastructure Review.

**Scenic Dr. Replacement:**

As of August 23, 2017, all homes on Scenic Dr. that were previously connected to the private rear yard watermain are connected and receiving water from the 200mm City watermain on Scenic Dr. The onsite process began in March 2017 and took a considerable amount of coordination to bring the new water services into the houses on Scenic Dr. The work included:

- Geotechnical Investigation
- Obtaining legal agreements
- Procuring a contractor to install the water services for 12 homes
- Facilitating plumbing contractors at the properties to do internal plumbing upgrades in order to accommodate the new service coming into the front of the home
- Restoration and landscaping - over 600 square meters of sod was placed at both the front and rear of these properties.

**Audit Program:**

The DWQMS accreditation process requires both 3rd Party Accreditation Audits and annual internal audits by the Operating Authority.

Hamilton Water utilizes the services of QMI-SAI Global as the Accreditation Body for the DWQMS. In 2017, QMI-SAI Global conducted an off-site documentation surveillance audit. There were no non-conformances or Opportunities for Improvement found.

Corporate Audit Services conducted an audit of Hamilton Water with regards to water supply compliance and conformance in Q1 2015. The Final Report was adopted by Council on June 24, 2015. It was noted in the report, that given the large volume of audit and inspection reports that were reviewed, there was a very low volume of non-compliance/non-conformance items detected. Hamilton Water provided evidence to Corporate Audit Services in November 2016 for final closure. Corporate Audit Services verified in 2017 that all compliance requirements were met.

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**SUBJECT: 2017 Annual Drinking Water Report (PW18026) (City Wide)Page 5 of 6**

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The Hamilton Water Internal Audit Team conducted a full internal audit of the DWQMS from September 12 to October 31, 2017. The audit assessed the implementation of all 21 elements on the new release of the DWQMS Standard V2.0 and preparation for the 2018 DWQMS Re-Accreditation audit. The results of the annual DWQMS Internal Audit demonstrated that the City of Hamilton's DWQMS is a maturing system and that opportunities to improve the DWQMS continue to be identified to ensure that the system is relevant and appropriate for Hamilton Water. The Hamilton Water DWQMS contains the required procedures and records to illustrate the establishment and continual improvement of the management system.

Hamilton Water's Compliance & Regulations staff will be developing an Audit Plan for the 2018 DWQMS internal audit.

**Management Review:**

The DWQMS Standard requires that Top Management participate in a management review of the DWQMS at least once per year. The Management Review is a formal presentation of compliance, operational, water quality, communication and infrastructure data. In 2017, the DWQMS Top Management Review was held on November 30<sup>th</sup>. Overall, meeting participants concluded that the DWQMS is suitable, adequate and effective. Continual improvement actions were identified and target dates for completion were determined. The DWQMS Summary Report (Appendix B) provides an overview of the results, a record of decisions and action items from the 2017 Management Review.

**Standard of Care Training:**

Standard of Care requirements for Owners and Managers of municipal DWSs came into effect as of January 1, 2013. Standard of Care is a statutory due diligence requirement identified in Section 19 of the *Safe Drinking Water Act*. All Owners (Mayor and Council) received Standard of Care training. Training has also been provided to the Public Works General Manager and Hamilton Water Directors and Managers.

**Budget:**

In 2016, there was significant discussion at the Infrastructure Meetings about ensuring that sufficient capital funds were available for long-term upgrades and maintenance of the five Drinking Water Systems. It was acknowledged that life-cycle replacement funds were being used for emergency or short-term work. This results in a budget shortfall for long-term replacement and maintenance activities. An Action Plan was implemented in 2017 to confirm that current and projected spending allocations are adequate for drinking water. Rules and procedures are being developed to limit how allocated funds can be spent (i.e. funds allocated for water capital projects should not be spent on emergency maintenance or special projects). Work is ongoing in 2018 to ensure that funds are available as needed and that the revised Financial Plan to be approved by Council in 2018 accurately represents life-cycle costs. This is in line with the provincial government "*The Infrastructure for Jobs and Prosperity Act, 2015*" and "O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure" which will ensure that a long-

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**SUBJECT: 2017 Annual Drinking Water Report (PW18026) (City Wide)Page 6 of 6**

term view is taken on investment in Ontario's infrastructure, while being mindful of demographic and economic trends of the future.

Update and Going Forward:

The outcomes from the Management Review and internal and external DWQMS audits concluded that the DWQMS is adequate, suitable and effective and conforms to the requirements of the DWQMS Standard. Corrective action plans from audits and action items from the Management Review will be implemented to ensure continual improvement of the DWQMS. Major next steps related to the maintenance of the DWQMS in 2018 are included in Appendix B.

**APENDICES AND SCHEDULE ATTACHED**

Appendix A - Summary Report for Municipalities

Appendix B - Drinking Water Quality Management System

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# CITY OF HAMILTON'S DRINKING WATER SYSTEMS (DWS) SUMMARY REPORT FOR MUNICIPALITIES

# 2017



Safe Drinking Water Act, Ontario Regulation, 170/03,  
Schedule 22



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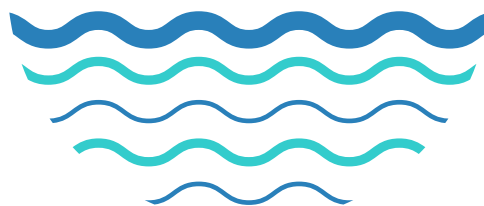
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# 1 - INTRODUCTION



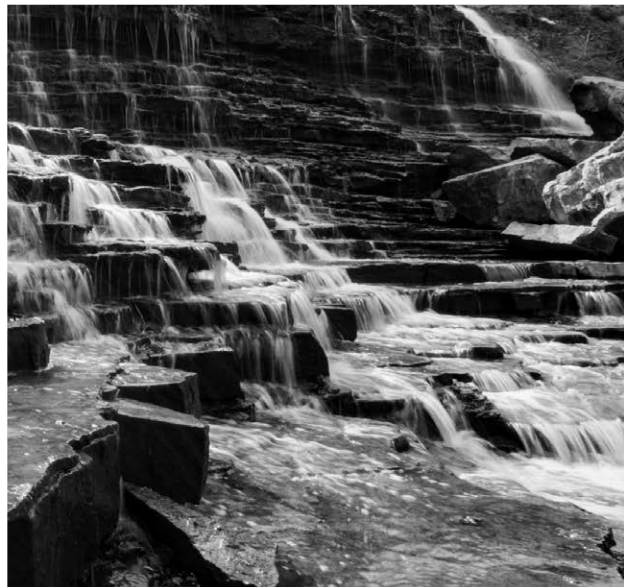
This summary report for municipalities has been prepared in accordance with the Safe Drinking Water Act, Ontario Regulation, 170/03, Schedule 22. The City of Hamilton is the Owner of the following five Drinking Water Systems (DWS):

Licence Number	Drinking Water System
005-101	Hamilton DWS
005-102	Freelton DWS
005-103	Greenville DWS
005-104	Carlisle DWS
005-105	Lynden DWS

For each of the City of Hamilton's five DWSs, the following information is provided for the 2017 reporting period:

- A summary of quantities and flow rate of the water supplied
- Monthly average and maximum daily flows (in comparison to approved flow rates)
- A summary of 2017 capital upgrades, as well as those to be initiated in 2018

There were no Provincial Officer's Orders issued. All confirmed Adverse Water Quality Incidents were reported to the Ontario Ministry of Environment and Climate Change's (MOECC) Spills Action Centre (SAC) and Public Health Services (PHS) and are provided in the report. All water taking quantities and flow rates were within approved rated capacities and provincial water taking limits.



## 2 - HAMILTON DWS, WOODWARD SUB-SYSTEM



### 2.1 Capital Projects Update - 2017

#### 2.1.1 Projects Completed 2017 - Woodward Water Treatment System and Water Outstations

- Ben Nevis Reservoir (HDR1C) & Fifty Road Pumping Station/Reservoir (HD009/HDR10) Upgrades (Construction)
- Hillcrest Water Reservoir (HDR02) Upgrades (Construction)
- Kelly Street Standpipe (HDT01) Restraint (Construction)
- Osler Pumping Station (HD011) Process Upgrades (Construction)

The above water treatment and water station upgrades and modifications were completed at a cost of approximately \$11.7 million.

#### 2.1.2 Projects Initiated 2017 and/or ongoing - Woodward Water Treatment System and Water Outstations

- Ben Nevis & Dewitt Pumping Station (HD08A) Upgrades (Design)
- Greenhill & Summercrest Pumping Station (HD04B & HD05A) Upgrades, Capacity Expansion and Standby Power (Consulting Services)

- High Lift Pumping Station Improvements (Investigation)
- Highland Gardens Park Pumping Station Site (HGPPS) Security Gate (Design)
- Lee Smith Reservoir (HDR00) New Valve (Construction)
- Osler Drive Pumping Station (HD011) Upgrades (Design)
- Security System Upgrades - High Priority Water Outstations (Design)
- Water Distribution System Control Valves (Construction)
- Woodward Water Treatment Facility - Condition Upgrades (Design)
- Woodward Water Treatment Facility - Travelling Screen Replacement (Design)
- Woodward Water Treatment Facility - Corrosion Control Building (Construction)

The above water treatment and water station upgrades and modifications are being undertaken at a cost of approximately \$12.2 million.

## 2.2 Distribution System - Pipes

As part of the City's Linear Asset Management Program, the following water upgrades and rehabilitations were completed in 2017:

- Approximately 7.3 km of watermain was replaced as a stand-alone project and/or in coordination with roadwork at a cost of \$6.5 million.
- Approximately 6.6 km of watermain was rehabilitated using structural and/or cement mortar lining at a cost of \$8.7 million.

## 2.3 Capital Projects to be Initiated in 2018

### 2.3.1 Woodward Water Treatment System and Water Outstations

- Ben Nevis & Dewitt Water Pumping Station (HD08A) Upgrades (Construction)
- Ferguson Avenue Pumping Station (HD002) Pumping Station Upgrades (Design and Construction)
- Governors Road Pumping Station (HD12A) Capacity Upgrade & Standby Power Installation (Design)
- Greenhill & Summercrest Pumping Station (HD04B & HD05A) Upgrades, Capacity Expansion and Standby Power Upgrades (Consulting, Design and Construction)

- Kenilworth Reservoir HDR01 (Design and Construction)
- High Priority Water Outstations Security System Upgrades (Design and Construction)
- Highland Gardens Park Pumping Station Site (HGPPS) Security Gate (Construction)
- Highland Road Reservoir Upgrades HDR07 (Design)
- Kenilworth Pumping Station (HD005) Upgrades (Construction)
- Osler Drive Pumping Station (HD011) Upgrades (Construction)
- Stone Church and Garth Reservoir (HDR05) Cells and Valve House Upgrades (Construction)
- Woodward Water Treatment Facility - Condition Upgrades (Construction)
- Woodward Water Treatment Facility - High Lift Pumping Station Improvements (Construction)
- Woodward Water Treatment Plant - Fluoride Building and Highlift Pumping Station VFD Room HVAC (Design and Construction)
- York and Valley Roads Water Pumping Station (HD016) Capacity Upgrade, Standby Power & Building Expansion (Design)

The above upgrades and modifications will be undertaken at a cost of approximately \$58.8 million.



## 2.4 Corrosion Control Program

The City of Hamilton updated the MOECC of Council's approval of the Corrosion Control Program (CCP) in January 2016 and is moving forward with the implementation of the CCP as outlined in Report 15-015.

The corrosion control building is under construction and operations will commence in November 2018. As per the implementation plan, the industrial, commercial and institutional customers have been notified of the upcoming changes and the potential impacts on their processes. A complete baseline study of the Hamilton Drinking Water System was completed in June 2017 and the data was analyzed and the results show a stable system with little seasonal variation. The stable conditions of the drinking water system will assist when monitoring the progress of the Corrosion Control Program once the chemical addition has begun.



## 2.5 Adverse Water Quality Incidents (AWQI) - Hamilton DWS

The following AWQIs were reported to the MOECC SAC and PHS.

Notification Date (m-d-y)	Location of Adverse	AWQI	Resolution
04-05-2017	Fire Station Fleet Maintenance, 177 Bay St. N.	Total Coliforms = 6 CFU/100mL	→ Resampled adverse location, one upstream and one downstream hydrant. All results passed. The adverse was not confirmed.
07-26-2017	Ancaster Sampling Station A	Total Coliforms = 3 CFU/100mL	→ Resampled adverse location, one upstream and one downstream hydrant. Result failed at upstream hydrant which resulted in another AWQI July 27th. The adverse was confirmed.
07-27-2017	Hydrant AN15H006, Jerseyville Rd.	Total Coliforms = 2 CFU/100mL	→ Flushing was done to get the chlorine residual to 1.0 mg/L or higher. Two consecutive sets of samples were taken 24 to 48 hours apart at the original adverse location, the adverse hydrant, one upstream and one downstream hydrant. Results for the both sets of samples passed.

## 2.6 Self-Declared Non-Compliances

The following self-declared non-compliance was reported to the MOECC in 2017:

#	Finding:	Status
1	Commissioning of a portion of new watermain on Wilson Street. On Monday, October 23, 2017, approximately 12.4m (40.7') of 150 Dia. PVC pipe was installed and commissioned in front of 143-154 Wilson Street West. The pipe was hand swabbed and all appurtenances were sprayed with hypo solution, however no bacteriological samples were collected after recharge and no official chlorine residual was recorded by Construction. This work was not part of the original scope of the project; however, the Construction Inspector saw this as a system modification/ improvement to eliminate a dead end in the distribution system.	→ Corrective and Preventive Actions In Progress.



## 2.7 MOECC Drinking Water System (DWS) Inspection Findings

No MOECC inspections were conducted at the Woodward DWS in the 2017 calendar year. The inspection is taking place during January and February 2018.

## 2.8 Water Production Reports - Summary

The following provides a summary of daily flow rates and instantaneous peak flow rates in comparison to the capacity of the water works as identified in the Permit to Take Water. This information is tabulated in the accompanying tables.





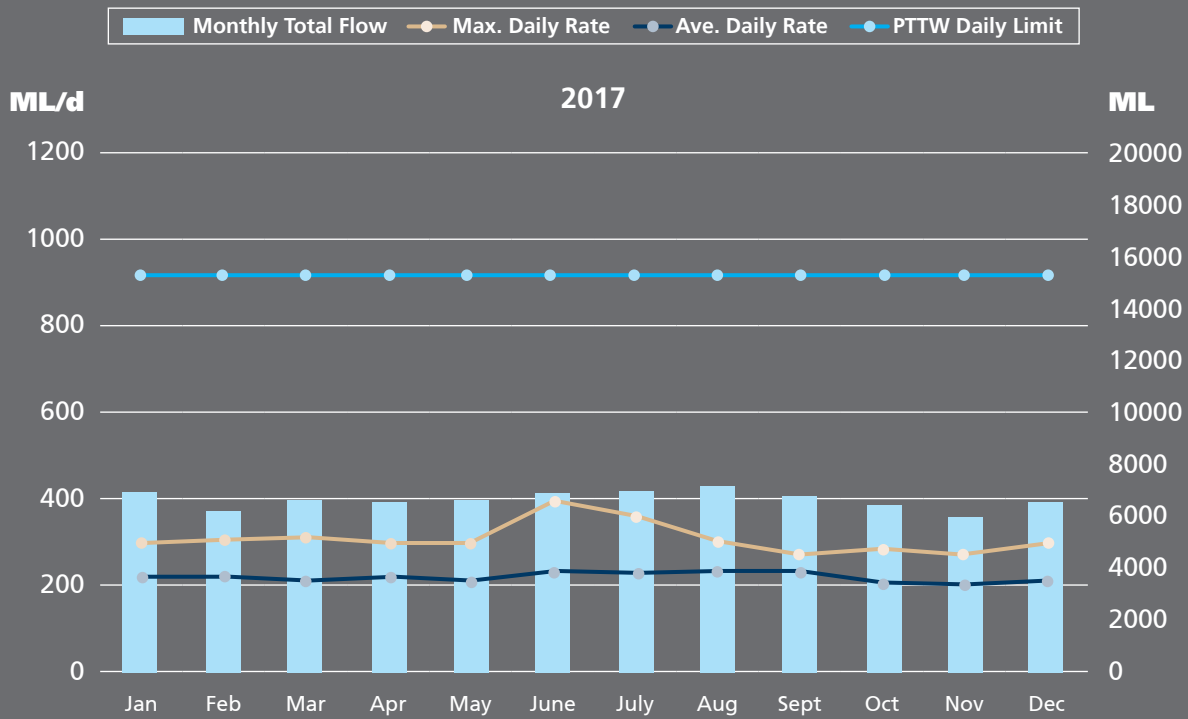


**TABLE 2-1: WOODWARD TREATMENT PLANT - 2017 DAILY PRODUCTION**

DATE	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
	ML/day	ML/day	ML/day	ML/day	ML/day	ML/day	ML/day	ML/day	ML/day	ML/day	ML/day	ML/day
1	269	196	208	285	166	241	279	232	165	272	198	196
2	185	200	199	272	172	184	244	245	266	181	206	269
3	169	204	169	167	208	291	166	297	242	179	197	272
4	178	277	299	173	204	285	201	271	240	271	267	187
5	220	267	290	206	177	187	224	242	179	202	163	161
6	220	140	168	205	287	172	173	241	160	166	167	189
7	276	214	187	202	247	204	236	242	245	265	194	168
8	271	235	206	281	168	205	347	185	131	226	188	198
9	190	200	205	253	174	220	280	243	241	165	163	271
10	169	201	205	169	204	360	256	244	255	169	193	270
11	196	270	292	175	206	317	249	243	253	206	267	177
12	213	288	285	203	203	150	199	249	265	194	231	143
13	215	205	161	206	283	257	227	241	184	225	170	174
14	277	204	196	207	265	234	193	166	181	265	157	209
15	277	201	177	288	140	226	190	242	254	223	198	126
16	210	200	212	213	210	225	252	188	255	166	197	287
17	184	217	212	178	209	372	182	188	256	194	194	286
18	186	279	276	206	210	286	181	201	185	192	268	202
19	205	252	231	194	217	146	226	288	186	193	261	200
20	197	166	168	192	293	221	259	237	250	189	164	199
21	283	178	172	196	289	232	220	164	250	230	169	199
22	283	206	202	285	195	234	281	251	252	277	195	200
23	191	209	220	223	201	222	212	197	250	199	195	268
24	169	220	203	174	207	290	210	243	240	163	195	267
25	203	300	252	197	205	234	174	245	235	195	266	171
26	185	287	280	206	207	176	217	241	248	194	255	169
27	207	190	152	207	275	228	202	243	267	194	168	197
28	292	176	203	206	239	221	203	243	189	264	191	196
29	279		205	285	171	209	280	190	229	254	168	197
30	189		204	255	205	207	279	253	269	160	195	265
31	197		206		206		209	211		165		265
Total	6,786	6,180	6,645	6,510	6,645	7,036	7,050	7,169	6,821	6,440	6,042	6,579
Average	219	221	214	217	214	235	227	231	227	208	201	212
Min	169	140	152	167	140	146	166	164	131	160	157	126
Max	292	300	299	288	293	372	347	297	269	277	268	287
PTTW	909	909	909	909	909	909	909	909	909	909	909	909

Note: Municipal Drinking Water Licence (005-101) Rated Capacity 926,000 m<sup>3</sup>/ day

**FIGURE 2-1: WOODWARD TREATMENT PLANT - 2017 MONTHLY PRODUCTION (SUMMARY)**



**7,169m<sup>3</sup>**  
**August**  
  
**November**  
**6,042m<sup>3</sup>**

**TABLE 2-2: WOODWARD TREATMENT PLANT - 2017 MONTHLY PRODUCTION (SUMMARY)**

WOODWARD	UNITS	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
Total	ML	6,786	6,180	6,645	6,510	6,645	7,036	7,050	7,169	6,821	6,440	6,042	6,579
Average	ML/d	219	221	214	217	214	235	227	231	227	208	201	212
Maximum	ML/d	292	300	299	288	293	372	347	297	269	277	268	287
PTTW	ML/d	909	909	909	909	909	909	909	909	909	909	909	909



## 3 - HAMILTON DWS, FIFTY ROAD SUB-SYSTEM

### 3.1 Operational Upgrades

The Fifty Road Pumping Station and Reservoir (HD009 and HDR10) Upgrades (Construction) were completed in 2017 at a cost of \$600,000.

### 3.2 Adverse Water Quality Incidents (AWQI) - Fifty Road DWS

There were no AWQI's in 2017.

### 3.3 MOECC Drinking Water System (DWS) Inspection Findings

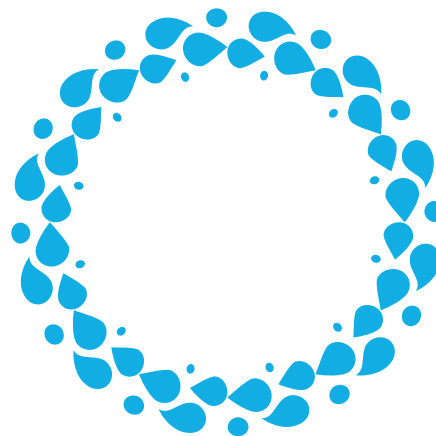
The following finding was issued during the MOECC inspection completed in the 2017 calendar year.

Inspection - August 2, 2017

#	Finding:	Status
1	<p>Recommendation - It is recommended that sampling locations for Trihalomethanes (THM) and Haloacetic acids (HAA) be reviewed to ensure samples are collected at the appropriate locations. HAAs will generally form at the beginning of the distribution system. However, if there is rechlorination, high HAAs may be found just past the rechlorination point if the right humic acids are present. Drinking water systems should use this time (results not reportable until January 2020) to figure out the place of highest potential for elevated HAAs by sampling in different spots in the distribution system to characterize the HAAs in their system.</p>	<p>→ Sampling location meeting held on January 29, 2018.</p>

### 3.4 Water Production Reports - Summary

The Fifty Road DWS receives treated water from the Town of Grimsby Water Distribution System.



## 4 - CARLISLE DWS

### 4.1 Operational Upgrades

In 2015, a community water conservation committee called the Carlisle Conservation Committee (C3) was formed. Hamilton Water, in partnership with the C3, have developed community-based programs and education targeted to Carlisle residents and the local irrigation industry. Carlisle is the first community in Hamilton to have Advanced Meter Infrastructure in place for real time water use data. This project was completed in December 2017 and will assist in water conservation outreach efforts. Monitoring and assessment of the community and C3 efforts will continue through the 2018 irrigation season.

### 4.2 Capital Projects to be initiated in 2018

- Carlisle Wells HDT01 (FDC01 & FDC05) Closed System Operation Upgrades (Design and Construction)

The above upgrades will be undertaken at a cost of approximately \$850,000.

### 4.3 Adverse Water Quality Incidents (AWQI) - Carlisle DWS

The following AWQIs were reported to the MOECC SAC and PHS.

Notification Date (m-d-y)	Location of Adverse	AWQI	Resolution
08-22-2017	Carlisle Sampling Station A	Total Coliforms = 1 CFU/100mL	→ Resampled adverse location, upstream and downstream hydrants. All results passed. The adverse was not confirmed.

### 4.4 MOECC Drinking Water System (DWS) Inspection Findings

The following findings were issued during the MOECC inspection completed in the 2017 calendar year.

Inspection - July 11, 2017

#	Findings:	Status
1	<b>Non-Compliance</b> - Ensure that the review and revisions currently underway for UV maintenance and documentation continue by both Operator in Charge (OIC)/Operations and SCADA departments and documents clearly demonstrate to the OIC/Overall Responsible Operator (ORO) that maintenance work and corresponding frequency are completed. Please submit a spreadsheet/report how records will demonstrate that maintenance was completed as required by manufacturer and/or Licence and any processes implemented as a result of such review.	→ The documentation for this NC was sent to the MOECC on December 18, 2017 by the Water Treatment ORO.
2	<b>Recommendation</b> - An on-site alarm testing frequency by SCADA with operators should also be reviewed upon completion of updating alarm setting in SCADA.	→ Rejected: We may look at undertaking this work at a future date.
3	<b>Recommendation</b> - The condition of the air vents and the presence of any overflow screens is unknown at this time.	→ Check as-builts for Carlisle Tower and Well to see if screens were specified on the vents.
4	<b>Recommendation</b> - It is recommended that the City review all water storage facilities within the city to confirm the presence of vents and screens.	→ The next step will be to field verify.
5	<b>Recommendation</b> - It is recommended during the next Above Ground Well Inspection that well venting be reviewed and documented.	→ Check as-builts for Carlisle Tower and Well to see if screens were specified on the vents. The next step will be to field verify.

6	<p><b>Recommendation</b> - It is recommended that sampling locations for Trihalomethanes (THM) and Haloacetic acids (HAA) be reviewed to ensure samples are collected at the appropriate locations. HAAs will generally form at the beginning of the distribution system. However, if there is rechlorination, high HAAs may be found just past the rechlorination point if the right humic acids are present. Drinking water systems should use this time (results not reportable until January, 2020) to figure out the place of highest potential for elevated HAAs by sampling in different spots in the distribution system to characterize the HAAs in their system.</p>	<p>→ Sampling location meeting held on January 29, 2018.</p>
7	<p><b>Recommendation</b> - The City continues to review with RV Anderson Associates Limited the CT calculations/engineers reports for all treatment facilities in the City. Once the review is completed, it is recommended that the SCADA Process Control Narratives (PCN)/Process Logic Control i.e. alarm settings, for all stations be reviewed, confirmed and updated with primary disinfection related tags (HIHI flow and LOLO chlorine residual) with appropriate locks on set points to prevent changes, unless ORO notified.</p>	<p>→ Completed February 8, 2018.</p>



#### 4.5 Water Production Reports - Summary

The following provides a summary of daily flow rates and instantaneous peak flow rates in comparison to the capacity of the water works as identified in the Permit to Take Water. This information is tabulated in the accompanying tables.

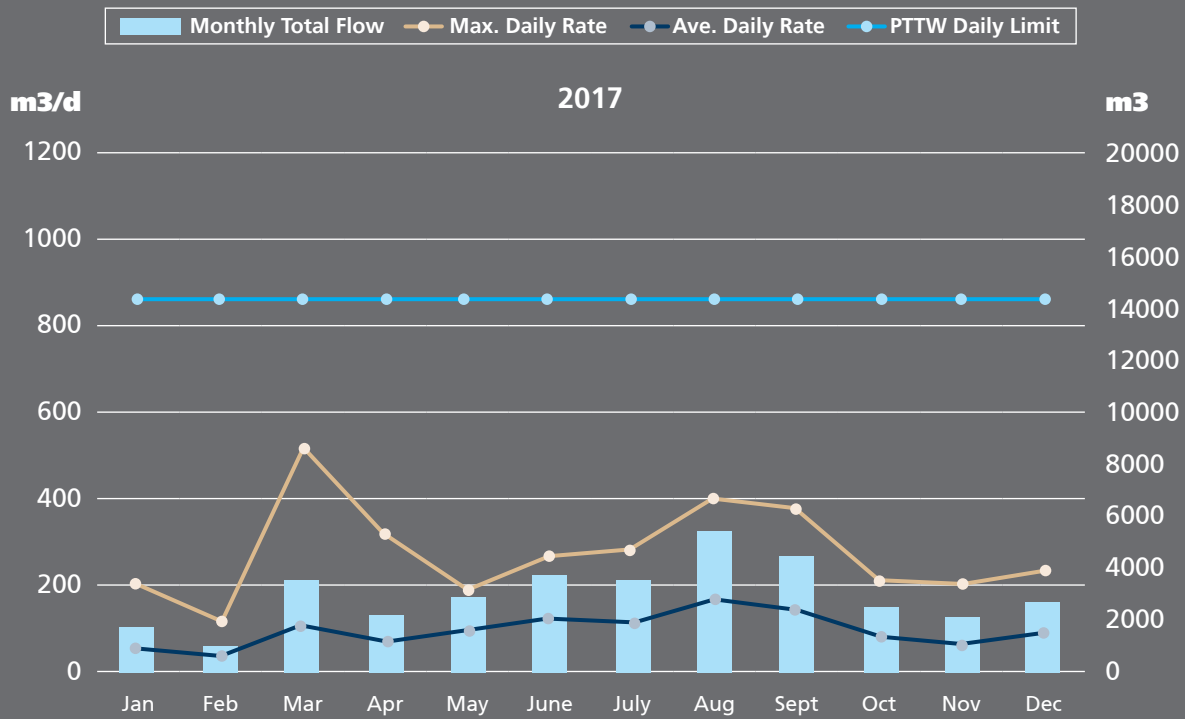


**TABLE 4-1: CARLISLE DWS (FDC01 & FDC02) - 2017 DAILY PRODUCTION**

DATE	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day
1	0	11	0	0	168	100	287	376	173	155	41	53
2	65	0	206	206	104	270	18	155	134	106	60	59
3	33	0	33	0	78	0	45	86	189	89	50	76
4	75	69	88	324	160	0	119	319	179	101	128	30
5	81	0	78	32	0	0	275	259	236	0	33	218
6	74	7	89	0	0	122	174	177	101	93	33	72
7	80	41	25	0	0	0	222	42	69	0	34	57
8	88	31	167	89	0	150	82	58	66	0	6	232
9	0	111	523	91	154	0	46	186	306	0	0	63
10	15	76	444	237	108	185	222	269	270	200	18	0
11	0	99	9	41	143	191	267	178	64	62	82	73
12	207	3	0	0	60	157	56	31	42	77	0	234
13	130	14	60	0	104	266	155	0	148	76	127	64
14	0	39	125	138	185	39	165	399	186	72	122	70
15	0	0	79	147	75	112	137	384	142	88	208	0
16	64	0	0	0	100	138	108	338	124	0	97	178
17	101	0	115	7	0	273	98	277	63	145	81	103
18	180	0	150	115	91	243	185	160	155	82	105	0
19	141	0	100	70	191	114	100	163	381	214	82	155
20	12	0	14	0	75	93	53	86	180	185	0	62
21	39	60	154	0	147	143	129	16	137	0	112	80
22	0	100	114	86	43	180	71	211	101	43	155	46
23	14	9	67	104	159	117	0	14	87	0	81	130
24	100	124	53	34	108	120	0	152	146	105	155	205
25	0	78	106	196	74	107	153	162	256	168	0	13
26	0	12	111	0	106	23	104	321	163	160	78	64
27	0	63	300	96	71	126	0	78	88	0	0	63
28	80	88	110	47	96	130	100	0	73	0	85	76
29	79		114	101	93	140	97	161	0	28	75	63
30	94		71	31	102	258	38	197	203	102	98	77
31	15		0		147		60	170		136		109
Total	1,769	1,035	3,506	2,192	2,941	3,794	3,567	5,428	4,462	2,486	2,145	2,723
Average	57	37	113	73	95	126	115	175	149	80	71	88
Min	0	0	0	0	0	0	0	0	0	0	0	0
Max	207	124	523	324	191	273	287	399	381	214	208	234
PTTW limit	851	851	851	851	851	851	851	851	851	851	851	851

Note: Municipal Drinking Water Licence (005-104) FDC01 and FDC02 Rated Capacity 851 m<sup>3</sup>/day

**FIGURE 4-1: CARLISLE DWS (FDC01 & FDC02) - 2017 MONTHLY PRODUCTION (SUMMARY)**



**5,428m<sup>3</sup>**  
**August**  
  
**February**  
**1,035m<sup>3</sup>**

**TABLE 4-2: CARLISLE DWS (FDC01 & FDC02) - 2017 MONTHLY PRODUCTION (SUMMARY)**

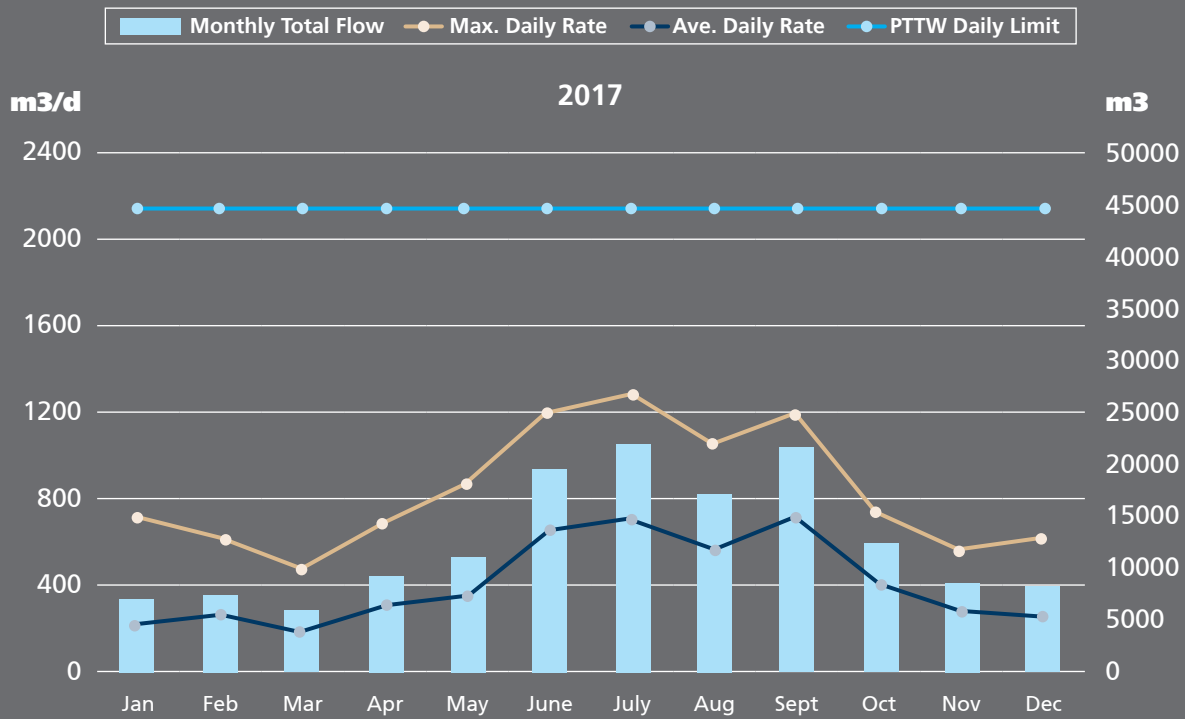
FDC01, FDC02	UNITS	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
Total	m <sup>3</sup>	1,769	1,035	3,506	2,192	2,941	3,794	3,567	5,428	4,462	2,486	2,145	2,723
Average	m <sup>3</sup> /d	57	37	113	73	95	126	115	175	149	80	71	88
Maximum	m <sup>3</sup> /d	207	124	523	324	191	273	287	399	381	214	208	234
PTTW	m <sup>3</sup> /d	851	851	851	851	851	851	851	851	851	851	851	851

**TABLE 4-3: CARLISLE DWS (FDC03R) - 2017 DAILY PRODUCTION**

DATE	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day
1	168	407	487	360	60	512	365	763	306	746	476	252
2	203	328	340	190	33	0	632	784	950	340	0	311
3	201	379	0	305	425	927	274	495	493	675	0	393
4	203	412	237	705	0	809	1,007	0	385	705	16	228
5	216	624	217	188	534	571	448	372	326	714	561	0
6	201	217	288	536	390	491	1,016	447	596	730	555	0
7	214	322	340	0	413	565	745	430	444	507	0	0
8	519	384	327	244	264	140	1,172	698	378	702	386	0
9	174	0	0	242	236	915	1,300	823	0	377	411	335
10	442	322	0	334	227	668	972	950	981	485	365	622
11	443	0	270	192	232	1,209	984	882	749	413	429	241
12	0	398	289	613	263	641	700	606	510	400	576	345
13	0	108	268	142	272	664	479	835	949	439	67	359
14	0	473	0	355	450	996	703	374	776	494	159	358
15	135	511	276	0	235	960	362	265	832	504	350	322
16	239	96	0	647	294	1,137	744	95	1,089	64	49	0
17	129	379	242	46	877	922	545	0	881	248	305	461
18	30	518	332	269	638	1,013	363	459	858	454	517	203
19	0	505	0	314	575	836	917	434	463	0	451	0
20	0	73	23	545	500	879	658	471	992	0	84	245
21	378	399	326	512	510	540	660	694	788	627	413	463
22	726	0	0	439	360	648	758	636	580	477	0	508
23	61	0	350	0	261	595	888	704	1,212	178	184	410
24	232	42	0	115	336	229	838	269	959	419	0	0
25	515	218	75	276	475	808	604	453	1,151	0	565	226
26	281	303	293	349	338	398	577	749	802	0	393	347
27	207	61	47	528	497	312	775	425	1,030	352	189	414
28	210	0	395	237	805	585	272	1,065	1,163	316	329	408
29	211		0	179	444	368	790	620	549	378	479	357
30	418		338	256	209	414	1,110	1,052	581	263	290	306
31	242		12		0		415	499		322		47
Total	7,000	7,479	5,772	9,116	11,154	19,751	22,074	17,351	21,773	12,330	8,597	8,165
Average	226	267	186	304	360	658	712	560	726	398	287	263
Min	0	0	0	0	0	0	272	0	0	0	0	0
Max	726	624	487	705	877	1,209	1,300	1,065	1,212	746	576	622
PTTW	2,160	2,160	2,160	2,160	2,160	2,160	2,160	2,160	2,160	2,160	2,160	2,160

Note: Municipal Drinking Water Licence (005-104) FDC03R and FDC05 Rated Capacity 3,456 m<sup>3</sup>/day

**FIGURE 4-2: CARLISLE DWS (FDC03R) - 2017 MONTHLY PRODUCTION (SUMMARY)**



**22,074m<sup>3</sup>**  
**July**  
  
**March**  
**5,772m<sup>3</sup>**

**TABLE 4-4: CARLISLE DWS (FDC03R) - 2017 MONTHLY PRODUCTION (SUMMARY)**

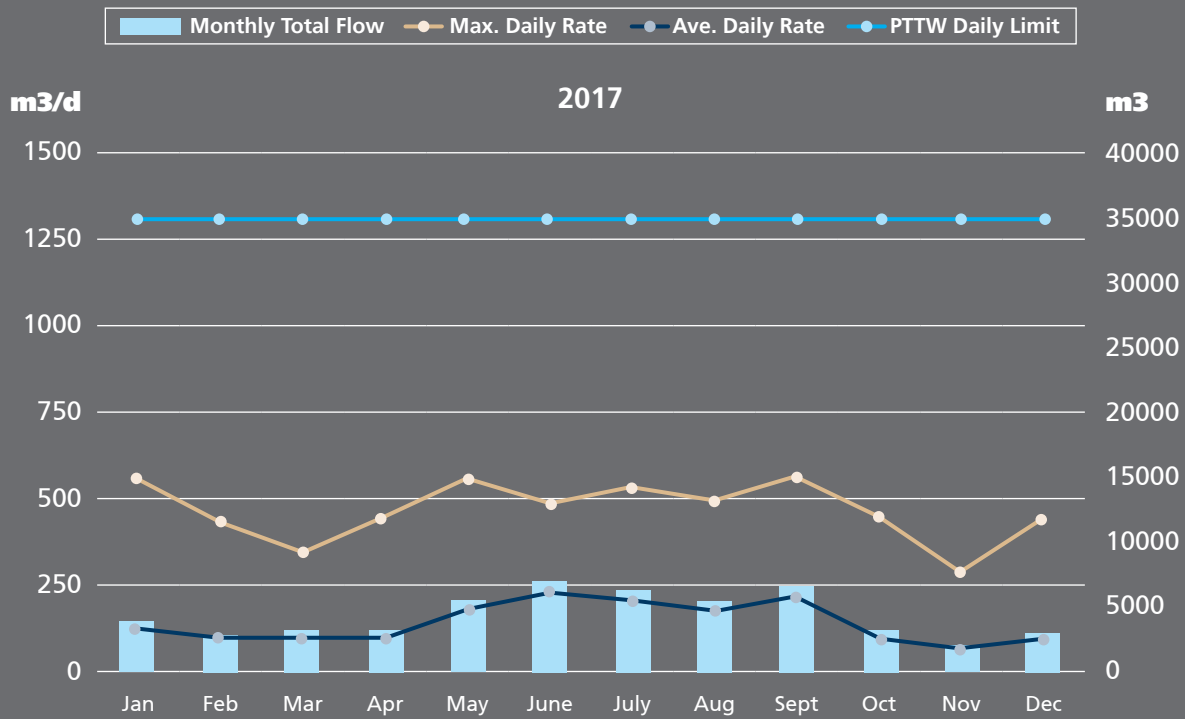
FDC03R	UNITS	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
Total	m <sup>3</sup>	7,000	7,479	5,772	9,116	11,154	19,751	22,074	17,351	21,773	12,330	8,597	8,165
Average	m <sup>3</sup> /d	226	267	186	304	360	658	712	560	726	398	287	263
Maximum	m <sup>3</sup> /d	726	624	487	705	877	1,209	1,300	1,065	1,212	746	576	622
PTTW	m <sup>3</sup> /d	2,160	2,160	2,160	2,160	2,160	2,160	2,160	2,160	2,160	2,160	2,160	2,160

**TABLE 4-5: CARLISLE DWS (FDC05) - 2017 DAILY PRODUCTION**

DATE	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day
1	0	29	0	69	238	0	312	174	338	448	0	0
2	233	0	0	79	281	485	0	483	0	350	224	35
3	132	0	0	164	0	0	313	153	131	374	163	0
4	115	1	128	422	479	0	38	497	306	0	294	29
5	123	0	122	167	0	54	452	175	112	0	30	344
6	113	4	169	0	0	0	339	218	0	0	30	440
7	121	57	0	0	0	0	307	208	195	0	263	170
8	132	68	0	136	27	449	218	152	188	0	0	174
9	29	345	0	132	312	0	229	97	547	62	0	0
10	0	86	0	123	222	267	252	0	0	0	0	0
11	119	306	0	0	237	281	159	61	37	0	0	278
12	215	33	0	0	9	313	334	96	116	0	1	0
13	277	24	256	0	153	384	205	0	155	0	217	0
14	558	0	240	203	266	485	129	320	115	0	140	0
15	4	0	114	444	560	350	200	276	153	0	0	23
16	242	29	0	0	154	263	211	420	261	48	0	293
17	236	0	199	35	0	411	51	484	306	91	0	0
18	294	0	258	37	135	399	210	0	374	0	0	47
19	219	0	292	147	286	237	350	110	563	342	0	364
20	53	297	59	0	215	78	175	151	157	305	39	0
21	74	0	85	0	223	295	0	117	445	0	0	0
22	0	313	347	0	58	261	204	134	285	164	253	0
23	59	149	0	319	315	188	0	0	429	233	140	0
24	132	430	154	122	165	178	29	216	302	0	270	331
25	0	120	179	0	0	323	209	324	265	287	0	45
26	0	171	0	0	159	204	160	194	291	261	0	0
27	0	208	167	0	143	375	250	210	321	0	31	0
28	120	183	0	12	122	133	151	149	128	0	0	0
29	119		334	341	183	205	264	109	108	120	0	0
30	165		38	221	111	379	532	0	0	76	0	81
31	0		21		450		226	21		22		344
Total	3,884	2,850	3,161	3,173	5,504	7,001	6,510	5,547	6,626	3,184	2,094	2,999
Average	125	102	102	106	178	233	210	179	221	103	70	97
Min	0	0	0	0	0	0	0	0	0	0	0	0
Max	558	430	347	444	560	485	532	497	563	448	294	440
PTTW	1,296	1,296	1,296	1,296	1,296	1,296	1,296	1,296	1,296	1,296	1,296	1,296

Note: Municipal Drinking Water Licence (005-104) FDC03R and FDC05 Rated Capacity 3,456 m<sup>3</sup>/day

**FIGURE 4-3: CARLISLE DWS (FDC05) - 2017 MONTHLY PRODUCTION (SUMMARY)**



**7,001m<sup>3</sup>**  
**June**  
  
**November**  
**2,094m<sup>3</sup>**

**TABLE 4-6: CARLISLE DWS (FDC05) - 2017 MONTHLY PRODUCTION (SUMMARY)**

FDC05	UNITS	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
Total	m <sup>3</sup>	3884	2850	3161	3173	5504	7001	6510	5547	6626	3184	2094	2999
Average	m <sup>3</sup> /d	125	102	102	106	178	233	210	179	221	103	70	97
Maximum	m <sup>3</sup> /d	558	430	347	444	560	485	532	497	563	448	294	440
PTTW	m <sup>3</sup> /d	1296	1296	1296	1296	1296	1296	1296	1296	1296	1296	1296	1296



## 5 - FREELTON DWS

### 5.1 Operational Upgrades

In 2018, the construction of upgrades to the Freelton Tower (HDT03) is expected to be initiated at an approximate cost of \$3.1 million. A study on the capacity of the well supply FDF01 (located on Fireside Drive) is being completed in 2018. If added well capacity can be secured from this well, the City can begin a process to increase the capacity of the water system and subsequently lift a development freeze that is currently in effect for this community.

### 5.2 Capital Projects to be initiated in 2018

- Freelton Well (FDF01) Capacity Increase

The above project will be undertaken at a cost of approximately \$150,000.

### 5.3 Adverse Water Quality Incidents (AWQI) - Freelton DWS

There were no AWQI's in 2017.



### 5.4 Self-Declared Non-Compliances

The following self-declared non-compliance was reported to the MOECC in 2017:

#	Finding:	Status
1	<p>March 2017 - Freelton DWS: As required by 15.1-9 (1) of Schedule 15.1 of O. Reg. 170/03 Drinking Water Systems, if the operating authority for a drinking water system or the owner of a drinking water system receives a report of a test result for a test conducted on any sample referred to in subsection (2.1), the operating authority or owner shall, within seven days after receiving the report, give the following to the occupant of the premises served by the tap from which the sample was taken. As a result of a snowstorm on March 14th, Canada Post was unable to deliver all of the notices to the occupants where a sample was taken from their tap and the results received on March 7th.</p>	<p>→ Letters were hand delivered by March 18, 2017.</p>



### 5.5 MOECC Drinking Water System (DWS) Inspection Findings

The following findings were issued during the MOECC inspection completed in the 2017 calendar year.

Inspection - May 15, 2017

#	Findings:	Status
1	<b>Recommendation</b> - The City is proposing to calculate treated water flow based on SCADA/valve positioning with raw water flow data. The City is proposing to write a procedure to calculate treated water flow based on SCADA/valve positioning with raw water flow data .	→ Under investigation. Due March 31, 2018.
2	<b>Recommendation</b> - The on-site Maintenance and Visitor Log Book did not contain the time of entry and/or exit by maintenance operations staff when reviewed with alarm listings. It is recommended that the Log Book and Record Keeping procedure be reviewed and updated, with subsequent training.	→ Rejected: The Maintenance logbooks are not for licensed operators and therefore they do not need to meet the requirements of O. Reg 128. The operator logbook meets these requirements.
3	<b>Recommendation</b> - It is recommended that sampling locations for Trihalomethanes (THM) and Haloacetic acids (HAA) be reviewed to ensure samples are collected at the appropriate locations. HAAs will generally form at the beginning of the distribution system. However, if there is rechlorination, high HAAs may be found just past the rechlorination point if the right humic acids are present. Drinking water systems should use this time (results not reportable until January 2020) to figure out the place of highest potential for elevated HAAs by sampling in different spots in the distribution system to characterize the HAAs in their system.	→ Sampling location meeting held on January 29, 2018.
4	<b>Recommendation</b> - The City continues to review with RV Anderson Associates Limited engineering firm the CT calculations/engineers reports for all treatment facilities in the City. Once this review is completed, it is recommended that the SCADA Process Control Narratives (PCN)/Process Logic Control, i.e. alarm settings, for all stations be reviewed and all alarm settings be reviewed, confirmed and updated with primary disinfection related tags (HI HI flow and LO LO chlorine residual) with appropriate locks on set points to prevent changes, unless ORO notified. Alarm testing frequency by SCADA with operators should also be reviewed.	→ Completed February 8, 2018

### 5.6 Water Production Reports - Summary

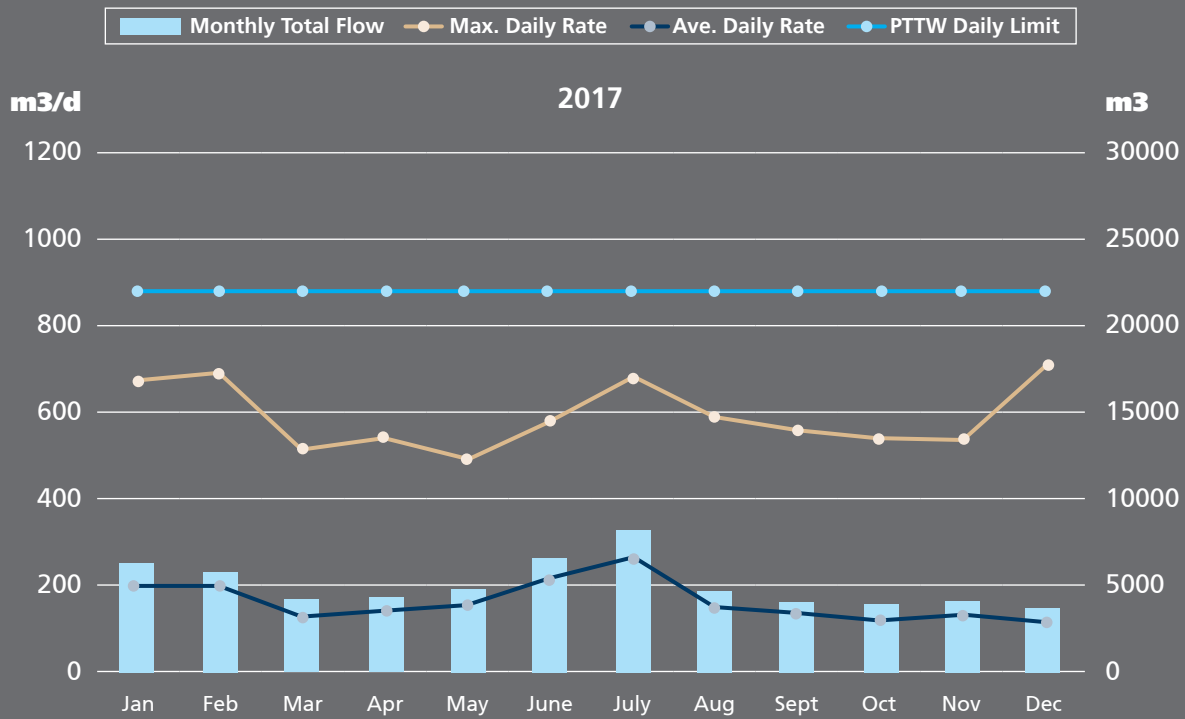
The following provides a summary of daily flow rates and instantaneous peak flow rates in comparison to the capacity of the water works as identified in the Permit to Take Water. This information is tabulated in the accompanying tables.

**TABLE 5-1: FREELTON DWS (FDF01) - 2017 DAILY PRODUCTION**

DATE	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day
1	0	485	0	0	17	108	0	378	0	0	0	106
2	519	13	0	0	0	461	581	213	480	0	0	0
3	457	0	396	471	236	0	78	30	95	70	253	0
4	16	0	119	11	310	373	0	586	54	0	0	13
5	31	348	0	0	0	365	635	0	551	0	18	0
6	634	676	18	0	0	0	33	1	26	0	18	0
7	605	285	277	405	346	0	340	25	0	0	0	0
8	0	0	320	133	172	357	250	0	559	0	15	0
9	16	9	0	0	35	243	36	0	53	265	455	0
10	0	200	0	23	0	0	639	0	148	43	54	0
11	551	686	266	495	361	534	0	0	416	5	0	159
12	666	537	257	62	198	377	202	0	17	292	135	0
13	43	12	31	0	0	10	408	0	191	280	450	0
14	0	0	0	84	226	167	138	10	435	0	0	277
15	0	0	0	482	411	479	674	308	0	226	0	295
16	369	355	496	0	0	0	676	136	475	20	284	0
17	671	621	0	74	363	463	265	0	161	540	276	49
18	284	0	0	384	61	335	0	390	265	0	0	532
19	0	0	36	81	0	21	359	207	238	0	159	0
20	0	459	496	22	401	457	315	7	0	530	355	0
21	0	159	16	13	204	119	0	482	0	0	0	0
22	0	0	0	354	40	34	427	93	0	0	0	0
23	500	0	11	206	393	527	222	0	0	389	540	97
24	0	360	514	32	63	0	31	130	0	353	0	69
25	0	133	0	254	0	28	523	490	0	0	0	471
26	0	0	0	171	382	576	140	0	0	0	307	0
27	368	387	414	0	81	0	0	301	0	416	431	0
28	449	4	69	0	0	0	584	377	0	128	0	572
29	127		0	535	494	508	48	0	0	0	0	696
30	20		0	70	81	71	295	331	0	388	438	403
31	0		503		0		321	295		20		92
Total	6,325	5,728	4,239	4,361	4,872	6,614	8,221	4,788	4,162	3,964	4,187	3,833
Average	204	205	137	145	157	220	265	154	139	128	140	124
Min	0	0	0	0	0	0	0	0	0	0	0	0
Max	671	686	514	535	494	576	676	586	559	540	540	696
PTTW	878	878	878	878	878	878	878	878	878	878	878	878

Note: Municipal Drinking Water Licence (005-102) FDF01 Rated Capacity 878 m<sup>3</sup>/ day

**FIGURE 5-1: FREELTON DWS (FDF01) - 2017 MONTHLY PRODUCTION (SUMMARY)**



**8,221m<sup>3</sup>**  
**July**  
  
**December**  
**3,833m<sup>3</sup>**

**TABLE 5-2: FREELTON DWS (FDF01) - 2017 MONTHLY PRODUCTION (SUMMARY)**

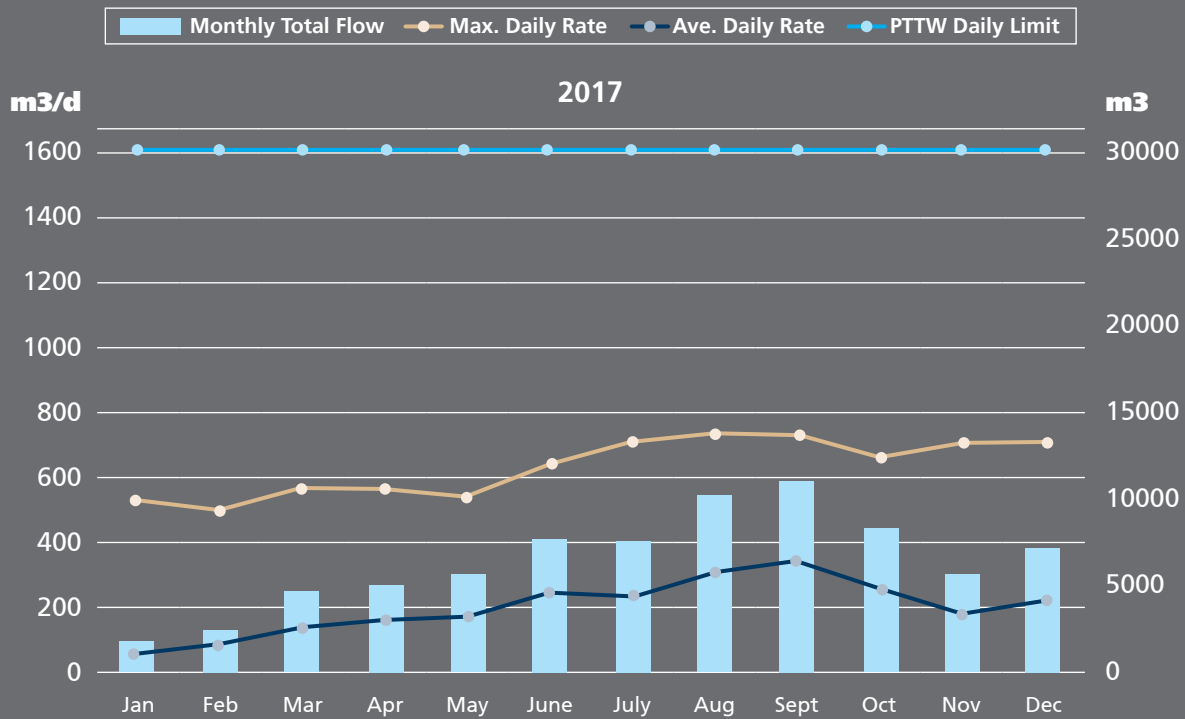
FDF01	UNITS	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
Total	m <sup>3</sup>	6,325	5,728	4,239	4,361	4,872	6,614	8,221	4,788	4,162	3,964	4,187	3,833
Average	m <sup>3</sup> /d	204	205	137	145	157	220	265	154	139	128	140	124
Maximum	m <sup>3</sup> /d	671	686	514	535	494	576	676	586	559	540	540	696
PTTW	m <sup>3</sup> /d	878	878	878	878	878	878	878	878	878	878	878	878

**TABLE 5-3: FREELTON DWS (FDF03) - 2017 DAILY PRODUCTION**

DATE	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day
1	0	505	0	0	0	115	0	453	0	470	316	116
2	0	19	0	0	99	514	635	224	528	444	290	588
3	48	20	376	509	239	0	18	0	110	446	261	89
4	0	0	126	40	338	421	34	655	0	509	0	516
5	0	27	0	0	0	69	685	0	604	64	0	173
6	0	32	0	0	0	171	38	464	32	665	0	441
7	0	48	194	449	359	0	402	739	0	123	18	287
8	0	0	346	153	166	396	283	245	596	561	62	318
9	0	19	0	0	61	275	37	36	59	183	715	385
10	16	0	0	0	0	0	712	706	161	128	59	276
11	0	0	283	541	337	592	25	710	466	0	0	369
12	57	0	284	72	220	409	218	501	31	317	138	87
13	6	19	0	0	22	112	458	0	206	309	488	0
14	0	30	118	88	251	178	16	242	480	0	117	292
15	0	0	0	541	223	529	0	732	0	239	0	338
16	0	19	545	0	43	0	0	131	509	0	301	0
17	54	273	0	0	417	490	35	26	179	646	291	49
18	0	0	0	436	41	358	193	423	257	0	0	561
19	329	0	35	95	0	16	361	223	419	0	171	50
20	81	130	490	36	444	507	342	6	421	559	378	173
21	0	183	17	0	183	136	0	425	734	0	91	720
22	0	0	0	383	0	0	455	533	475	0	0	353
23	531	0	12	234	433	572	239	0	490	402	583	0
24	15	361	569	0	239	0	0	142	739	368	0	71
25	0	146	0	305	0	29	560	545	713	0	0	504
26	0	0	0	192	395	647	176	0	459	0	320	34
27	51	403	322	0	92	28	0	321	482	419	196	0
28	330	39	102	0	0	0	663	399	493	141	12	0
29	0	0	0	570	542	549	56	90	356	0	0	1
30	0	0	0	78	123	79	324	360	440	450	470	0
31	53	0	544	0	0	0	212	312	0	421	0	0
Total	1,571	2,274	4,364	4,720	5,267	7,193	7,174	9,641	10,439	7,864	5,275	6,790
Average	51	81	141	157	170	240	231	311	348	254	176	219
Min	0	0	0	0	0	0	0	0	0	0	0	0
Max	531	505	569	570	542	647	712	739	739	665	715	720
PTTW	1,607	1,607	1,607	1,607	1,607	1,607	1,607	1,607	1,607	1,607	1,607	1,607

Note: Municipal Drinking Water Licence (005-102) FDF03 Rated Capacity 1,607 m<sup>3</sup>/day

**FIGURE 5-2: FREELTON DWS (FDF03) - 2017 MONTHLY PRODUCTION (SUMMARY)**



**10,439m<sup>3</sup>**  
**September**  
  
**January**  
**1,571m<sup>3</sup>**

**TABLE 5-4: FREELTON DWS (FDF03) - 2017 MONTHLY PRODUCTION (SUMMARY)**

FDF03	UNITS	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
Total	m <sup>3</sup>	1,571	2,274	4,364	4,720	5,267	7,193	7,174	9,641	10,439	7,864	5,275	6,790
Average	m <sup>3</sup> /d	51	81	141	157	170	240	231	311	348	254	176	219
Maximum	m <sup>3</sup> /d	531	505	569	570	542	647	712	739	739	665	715	720
PTTW	m <sup>3</sup> /d	1,607	1,607	1,607	1,607	1,607	1,607	1,607	1,607	1,607	1,607	1,607	1,607



## 6 - GREENSVILLE DWS

### 6.1 Operational Upgrades

In 2017, the Municipal Class Environmental Assessment (EA), Schedule C for the New Greensville Well commenced. The EA study is well underway and recommendations of the study are expected to be presented to Council in 2018.



## 6.2 Self-Declared Non-Compliances

The following self-declared non-compliance was reported to the MOECC in 2017:

#	Finding:	Status
1	March 2017 - Greensville DWS: As required by 15.1-9 (1) of Schedule 15.1 of O. Reg. 170/03 Drinking Water Systems, if the operating authority for a drinking water system or the owner of a drinking water system receives a report of a test result for a test conducted on any sample referred to in subsection (2.1), the operating authority or owner shall, within seven days after receiving the report, give the following to the occupant of the premises served by the tap from which the sample was taken. As a result of a snowstorm on March 14th, Canada Post was unable to deliver all of the notices to the occupants where a sample was taken from their tap and the results received on March 7th.	→ Letters were hand delivered by March 2017.

## 6.3 Adverse Water Quality Incidents (AWQI) - Greensville DWS

There were no AWQI's in 2017.

## 6.4 MOECC Drinking Water System (DWS) Inspection Findings

The following findings were issued during the MOECC inspections completed in the 2017 calendar year.

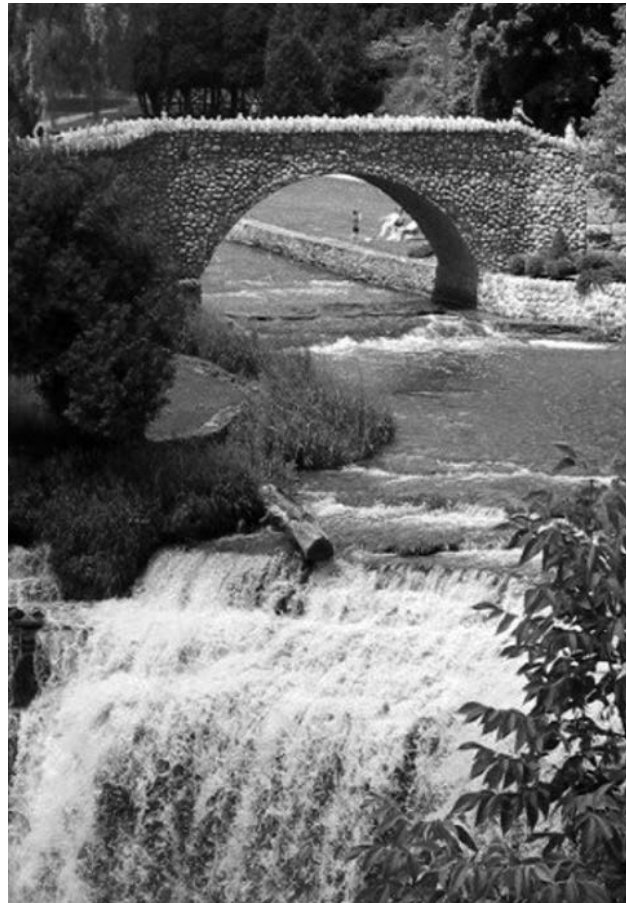
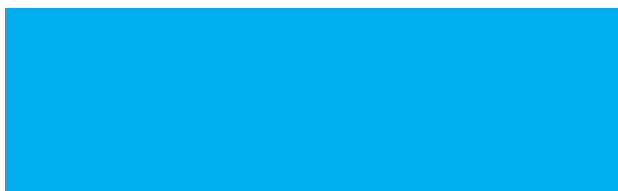
Inspection - January 26, 2017:

#	Finding:	Status
1	<b>Non-Compliance</b> - Ensure records demonstrate all maintenance, service and/or calibration of all equipment in accordance with the manufacturers manual, operations manual/SOP and licence and permit, as required. It is recommended that a review be conducted, of documentation processes and equipment maintenance frequencies, to better demonstrate maintenance and calibration.	→ Documents were submitted on December 18, 2017 as required and are under review.

2

**Recommendation** - It is recommended that the Well Pump Station, Daily Chart-Report include identification if any data gaps, volume of water taken and sent to the distribution system and Differential Pressure readings.

→ Rejected: The current 72 hour report identifies data gaps which are uploaded by SCADA after it's been reviewed and a revised 72 hour report is created. The volume of water taken a day is measured in litres per second that are reported in the Annual Permit to Take Water Report. The amount of water loss is negligible. Differential pressure is monitored by SCADA alarm settings and the amount of daily fluctuation is minimal, if any.



#	Findings:	Status
1	<p><b>Non-Compliance</b> - Non-Compliance - Documentation did not clearly demonstrate that maintenance was completed as per the manufacturers requirements and section 1.6.3 of Schedule C, Licence No. 005-104, Issue No. 2 dated May 30, 2014 and subsequent new Licence No. 005-104 – Issue No. 3 which provided clarification under Schedule E of each Treatment Component and the corresponding Log Removal/Inactivation Credit Assignment Criteria that must be met for the Duty Senior Checks, Calibrations and Operational Requirements sections. Records did show quarterly and monthly reference sensor checks as required.</p> <p>At the time of this inspection the City was reviewing the documentation records to demonstrate the UV maintenance program as per the “Carlisle Drinking Water System Inspection Report” and email entitled “UV Unit Maintenance in the City” dated November 16, 2017 from the MOECC. O.Reg. 128/04 26(2) (d) states: “26. (2) An operator-in-charge shall, (d) ensure that all equipment used in the processes within his or her responsibility is properly monitored, inspected, tested and evaluated and that records of equipment operating status are prepared and available at the end of every operating shift.”</p> <p>Action(s) Required:</p> <p>Ensure that the review and revisions currently underway for UV maintenance and documentation continue by both OIC/ Operations and SCADA departments. Documents need to clearly demonstrate to the OIC/ORO and MOECC that maintenance work and corresponding frequency are completed as per the manufacturer recommendations, outlined in the Operations and Maintenance Manual’s (part # 794330) Maintenance Schedule and Maintenance Logs, including the new requirements of the Licence. An extension to the previous due date was granted to December 15, 2017 for the City to submit a spreadsheet/report to the undersigned officer of how records will demonstrate to the OIC, ORO and MOECC that maintenance was completed as required by manufacturer and/or Licence and any processes implemented as a result of such review.</p>	<p>→ Documents were submitted as required and are under review.</p>

2	<p><b>Recommendation</b> - 72 hour trend review reports should indicate if there are any data losses so that data can be retrieved and reviewed, as required.</p>	<p>→ Rejected: The current 72 hour report identifies data gaps which are uploaded by SCADA after it's been reviewed and a revised 72 hour report is created.</p>
3	<p><b>Recommendation</b> - It is recommended that sampling locations for THMs and HAA be reviewed to ensure samples are collected at the appropriate locations. HAAs will generally form at the beginning of the distribution system. However, if there is rechlorination, high HAAs may be found just past the rechlorination point if the right humic acids are present. Drinking water systems should use this time (results not reportable until January, 2020) to figure out the place of highest potential for elevated HAAs by sampling in different spots in the distribution system to characterize the HAAs in their system.</p>	<p>→ Sampling location meeting held on January 29, 2018.</p>
4	<p><b>Recommendation</b> - An on-site alarm testing frequency by SCADA with operators should be reviewed upon completion of RV Anderson CT calculation review.</p>	<p>→ Rejected: We may look at undertaking this work at a future date.</p>

### 6.5 Water Production Reports - Summary

The following provides a summary of daily flow rates and instantaneous peak flow rates in comparison to the capacity of the water works as identified in the Permit to Take Water. This information is tabulated in the accompanying tables.

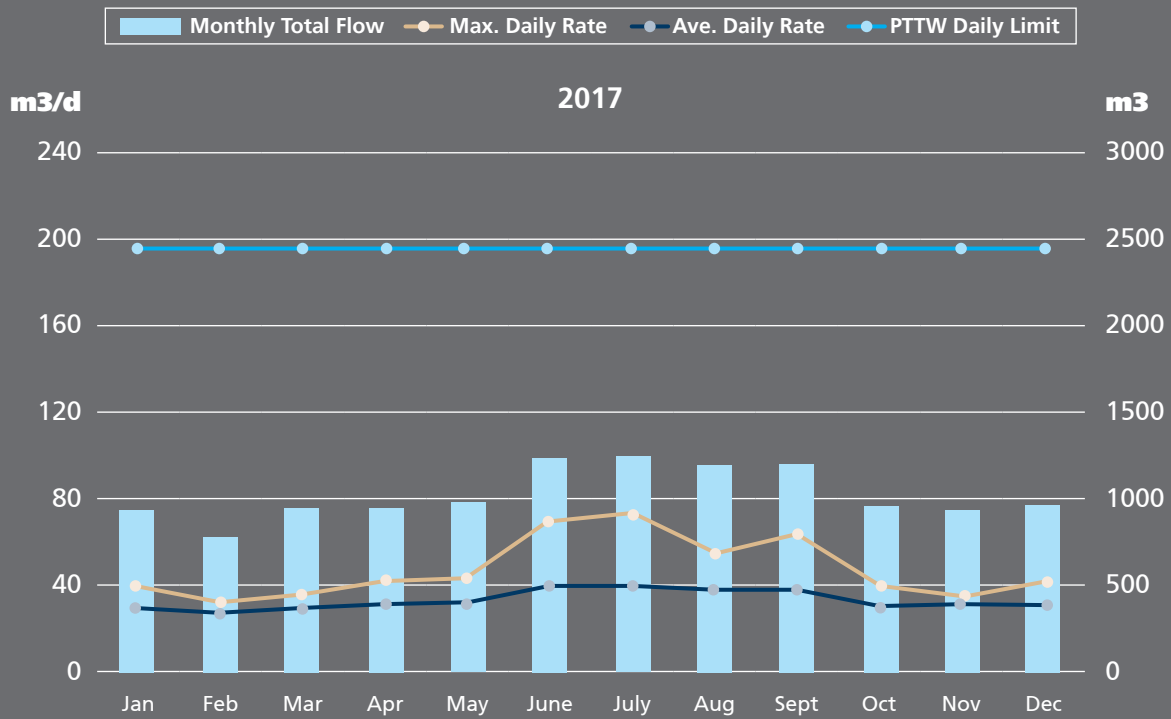


**TABLE 6-1: GREENSVILLE DWS (FDG01) - 2017 DAILY PRODUCTION**

DATE	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day
1	37	31	29	33	28	55	35	48	35	38	30	29
2	31	27	30	35	30	70	29	55	25	33	29	35
3	27	29	30	31	30	62	44	39	34	41	31	33
4	32	31	34	27	28	46	31	53	33	33	32	31
5	30	29	36	27	27	28	56	37	28	31	29	30
6	30	25	31	30	30	27	49	39	29	31	29	31
7	39	27	29	28	44	33	54	44	29	30	28	30
8	33	25	30	30	41	31	49	42	29	36	29	31
9	28	24	31	32	33	29	73	35	29	35	33	33
10	29	23	31	28	28	54	42	49	33	26	31	36
11	26	27	30	30	27	65	38	37	43	27	33	30
12	29	29	33	30	30	49	53	29	29	27	35	29
13	27	26	29	33	33	59	28	37	63	27	34	28
14	29	26	30	42	42	36	31	46	29	29	31	28
15	32	24	27	38	29	53	30	31	49	32	31	27
16	27	25	26	38	27	53	42	44	34	30	31	30
17	26	25	31	34	37	58	30	28	46	28	32	31
18	25	30	33	33	38	39	32	27	43	28	33	28
19	25	31	33	27	33	29	41	26	48	30	35	26
20	27	30	30	30	32	29	31	35	52	34	31	27
21	31	27	28	30	30	34	35	29	49	34	28	29
22	33	28	29	30	29	29	27	38	46	30	31	28
23	26	29	30	36	35	30	38	33	46	31	30	33
24	28	28	29	30	32	36	33	35	41	28	30	30
25	32	32	35	30	25	34	30	39	55	29	33	42
26	28	32	34	32	29	29	35	50	54	31	32	42
27	30	27	28	32	28	26	43	35	56	28	30	30
28	32	26	30	28	36	33	43	48	42	30	28	29
29	39		27	31	31	38	41	36	29	32	31	29
30	26		30	31	26	41	46	47	31	30	30	31
31	29		29		31		53	28		28		32
Total	924	773	941	945	978	1,232	1,243	1,197	1,189	957	932	958
Average	30	28	30	31	32	41	40	39	40	31	31	31
Min	25	23	26	27	25	26	27	26	25	26	28	26
Max	39	32	36	42	44	70	73	55	63	41	35	42
PTTW limit	197	197	197	197	197	197	197	197	197	197	197	197

Note: Municipal Drinking Water Licence (005-103) FDG01 Rated Capacity 199 m<sup>3</sup>/ day

**FIGURE 6-1: GREENSVILLE DWS (FDG01) - 2017 MONTHLY PRODUCTION (SUMMARY)**



**1,243m<sup>3</sup>**  
**July**  
  
**January**  
**924m<sup>3</sup>**

**TABLE 6-2: GREENSVILLE DWS (FDG01) - 2017 MONTHLY PRODUCTION (SUMMARY)**

FDG01	UNITS	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
Total	m <sup>3</sup>	924	773	941	945	978	1,232	1,243	1,197	1,189	957	932	958
Average	m <sup>3</sup> /d	30	28	30	31	32	41	40	39	40	31	31	31
Maximum	m <sup>3</sup> /d	39	32	36	42	44	70	73	55	63	41	35	42
PTTW	m <sup>3</sup> /d	197	197	197	197	197	197	197	197	197	197	197	197



## 7 - LYNDEN DWS



### 7.1 Operational Upgrades

A project to upgrade the chlorine and electrical systems at the Pumping Station (HD05B) was completed in 2017. A new location for a municipal well has been identified on the same property where the existing production well and treatment building reside. In 2017, the design for the new well pumping station and treatment facility was initiated.



### 7.2 Adverse Water Quality Incidents (AWQI) - Lynden DWS

The following AWQIs were reported to the MOECC SAC and PHS.

Notification Date (m-d-y)	Location of Adverse	AWQI	Resolution
07-14-2017	Lynden Sampling Station B	Total Coliforms = 1 CFU/100mL	→ Resampled adverse location, sampling station A and sampling station D. All results passed. The adverse was not confirmed.

### 7.3 MOECC Drinking Water System (DWS) Inspections

The following findings were issued during the MOECC inspections completed in the 2017 calendar year.

Inspection - January 16, 2017

#	Finding:	Status
1	<p><b>Non-Compliance</b> - There was not sufficient monitoring of flow as required by the Municipal Drinking Water Licence (MDWL) or Drinking Water Works Permit (DWWP).</p> <p>Action 1) Ensure that the treated water flow meter is replaced and spanned appropriately by April 31, 2017.</p> <p>Action 2) Also included in the capital upgrades to Lynden station are modifications to the reservoir levels to ensure that reservoir levels will be recorded in the data logger during power outages.</p>	<p>→ Action 1) The flow meter was replaced on April 18, 2017 and has a new span of 0 to 15 L/s.</p> <p>Action 2) This work was completed as of November 10, 2017. Refer to email from Richard Fletcher to the MOECC Inspector – Shelley Yeudall dated December 6, 2017.</p> <p>→</p>
2	<p><b>Recommendation</b> - Monitor the station discharging and surface water accumulation on the east side of the pump house.</p>	<p>Rejected: The Wells Operator checks the grounds during the weekly inspection / monthly PM. If there are drainage issues they would be identified and addressed.</p> <p>→</p>

3	<p><b>Recommendation</b> - It is recommended that the City consider including m3/day data in the Well Pump Daily Chart-Report.</p>	<p>→ Rejected: Out reporting is based on a rate of flow (litre per second) which is monitored by a SCADA alarm and is reviewed during the 72 hour Report review.</p>
4	<p><b>Recommendation</b> - It is recommended that the specifications of the existing equipment and replaced equipment be recorded on the Form 2 to demonstrate that equipment was replaced with like equipment as per the Permit.</p>	<p>→ Rejected: We follow the requirements for completing Form 2's and capture any changes to the applicable License and Permit.</p>
5	<p><b>Recommendation</b> - It is recommended that the Well Pump Station, Daily Chart-Report include identification if any data gaps are present.</p>	<p>→ Rejected: The current 72 hour report identifies data gaps which are uploaded by SCADA after it's been reviewed and a revised 72 hour report is created.</p>
6	<p><b>Recommendation</b> - At the time of the inspection the City had retained RV Anderson Associates Limited engineering firm to review the CT calculations/engineers reports for all treatment facilities in the City. Once this review is completed, it is recommended that the SCADA Process Control Narratives (PCN) for all stations be reviewed and all alarm settings be reviewed, confirmed and updated with primary disinfection related tags (LO LO reservoir level, HI HI flow and LO LO chlorine residual) with appropriate locks on set points to prevent changes, unless ORO notified. Alarm testing frequency by SCADA with operators should also be reviewed.</p>	<p>→ Completed February 8, 2018.</p>

There was a second inspection December 7, 2017 and there were no findings.

#### 7.4 Water Production Reports - Summary

The following provides a summary of daily flow rates and instantaneous peak flow rates in comparison to the capacity of the water works as identified in the Permit to Take Water. This information is tabulated in the accompanying tables.

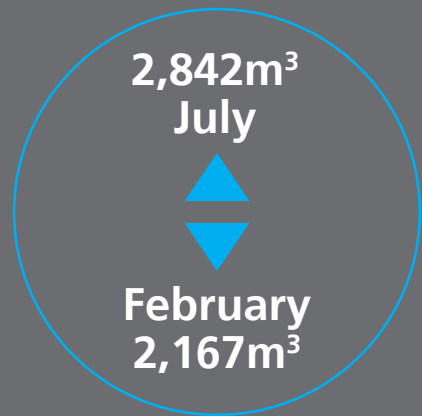
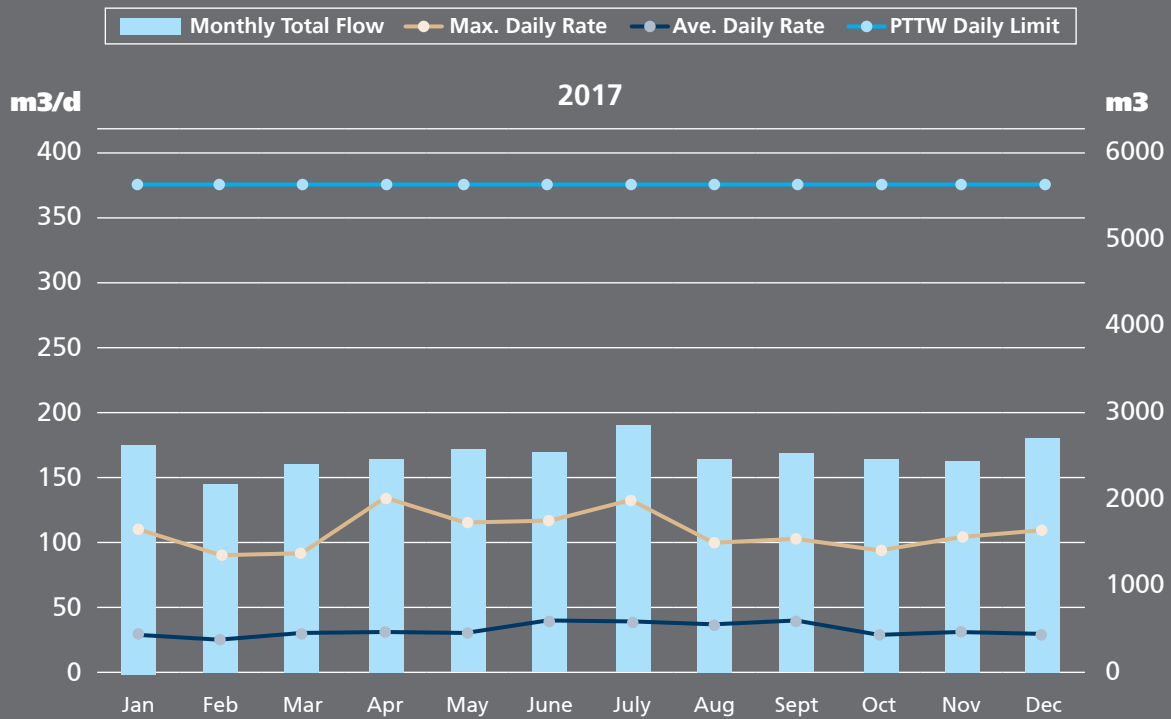


**TABLE 7-1: LYNDEN DWS (FDL01) - 2017 DAILY PRODUCTION**

DATE	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day	m <sup>3</sup> /day
1	89	89	76	78	115	70	124	78	75	95	83	75
2	106	70	71	97	67	78	85	77	80	80	74	88
3	96	86	83	68	85	97	125	76	96	80	77	93
4	85	81	70	89	66	92	83	81	88	76	103	80
5	87	88	93	69	65	66	100	78	73	78	91	75
6	83	75	69	73	93	64	97	76	80	71	91	80
7	84	80	70	83	83	75	90	77	82	80	78	77
8	86	68	81	99	74	71	118	79	75	81	80	79
9	96	75	73	85	76	73	121	75	78	91	64	67
10	69	73	68	71	70	83	110	74	102	75	74	109
11	84	90	93	72	73	68	87	92	78	74	103	79
12	78	73	78	75	65	117	100	78	88	78	79	81
13	79	83	65	81	82	81	71	83	78	70	95	85
14	76	66	86	76	96	85	75	72	83	81	74	79
15	97	71	71	93	97	95	107	84	84	84	74	82
16	84	80	63	72	82	110	78	77	94	81	76	90
17	76	74	85	96	104	117	77	69	87	72	70	90
18	79	76	88	135	95	85	76	68	82	77	85	92
19	106	89	82	115	86	84	80	79	84	75	88	85
20	78	79	72	89	100	78	73	99	79	77	74	83
21	75	65	90	62	92	72	99	80	79	82	73	85
22	109	84	77	94	84	106	78	77	87	81	77	105
23	73	68	67	72	101	75	75	71	91	71	77	102
24	72	65	84	83	63	96	78	72	92	83	78	104
25	88	91	82	73	74	88	78	78	82	90	92	106
26	79	77	90	73	65	87	78	80	93	74	92	96
27	71	84	69	70	96	73	75	87	86	71	73	88
28	89	68	82	70	93	82	77	97	84	87	80	87
29	81		78	69	69	77	133	86	75	92	77	88
30	78		67	85	77	92	93	78	84	80	76	90
31	72		82		75		101	89		79		88
Total	2,608	2,167	2,405	2,466	2,562	2,539	2,842	2,470	2,517	2,466	2,429	2,709
Average	84	77	78	82	83	85	92	80	84	80	81	87
Min	69	65	63	62	63	64	71	68	73	70	64	67
Max	109	91	93	135	115	117	133	99	102	95	103	109
PTTW	327	327	327	327	327	327	327	327	327	327	327	327

Note: Municipal Drinking Water Licence (005-105) FDL01 Rated Capacity 327 m<sup>3</sup>/ day

**FIGURE 7-1: LYNDEN DWS (FDL01) - 2017 MONTHLY PRODUCTION (SUMMARY)**



**TABLE 7-2: LYNDEN DWS (FDL01) - 2017 MONTHLY PRODUCTION (SUMMARY)**

FDL01	UNITS	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
Total	m <sup>3</sup>	2,608	2,167	2,405	2,466	2,562	2,539	2,842	2,470	2,517	2,466	2,429	2,709
Average	m <sup>3</sup> /d	84	77	78	82	83	85	92	80	84	80	81	87
Maximum	m <sup>3</sup> /d	109	91	93	135	115	117	133	99	102	95	103	109
PTTW	m <sup>3</sup> /d	327	327	327	327	327	327	327	327	327	327	327	327



# CITY OF HAMILTON'S DRINKING WATER SYSTEMS DWQMS SUMMARY REPORT



2017

Safe Drinking Water Act



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# 1 - INTRODUCTION



## 1.1 Purpose

This Drinking Water Quality Management System (DWQMS) Summary Report is being submitted to Council (Owner) on behalf of Top Management (General Manager, Public Works and Director of Hamilton Water) of the City's five drinking water systems (DWS), as shown below.

Licence Number	Drinking Water System
005-101	Hamilton DWS
005-102	Freelton DWS
005-103	Greenville DWS
005-104	Carlisle DWS
005-105	Lynden DWS

The purpose of this DWQMS Summary Report is to keep Owners (Mayor and Council) of the City's DWS informed about the ongoing performance of the DWQMS, including major milestones achieved in 2017. This report also assists Owners in meeting their Standard of Care responsibilities under the Safe Drinking Water Act (SDWA).

This DWQMS Summary Report is a key communication tool from Top Management to the Owner as referenced in Element 12 Communications of the DWQMS Standard. This Report also meets the communication requirements of Elements 14 Review and Provision of Infrastructure and Element 20 Management Review of the DWQMS Standard as identified in Sections 3 and 5, respectively.

### 1.2 Scope

The DWQMS Standard requires that the Operating Authority report on certain aspects of the DWQMS to Owners (Mayor and Council), specifically the outcomes of Element 14 Review and Provision of Infrastructure and Element 20 Management Review. This report fulfills the communication requirements of these elements and exceeds the Standard's requirements by providing information on external and internal DWQMS Audits, Risk Assessment and other major milestones of the DWQMS for 2017.

### 1.3 Overview of Key Milestones

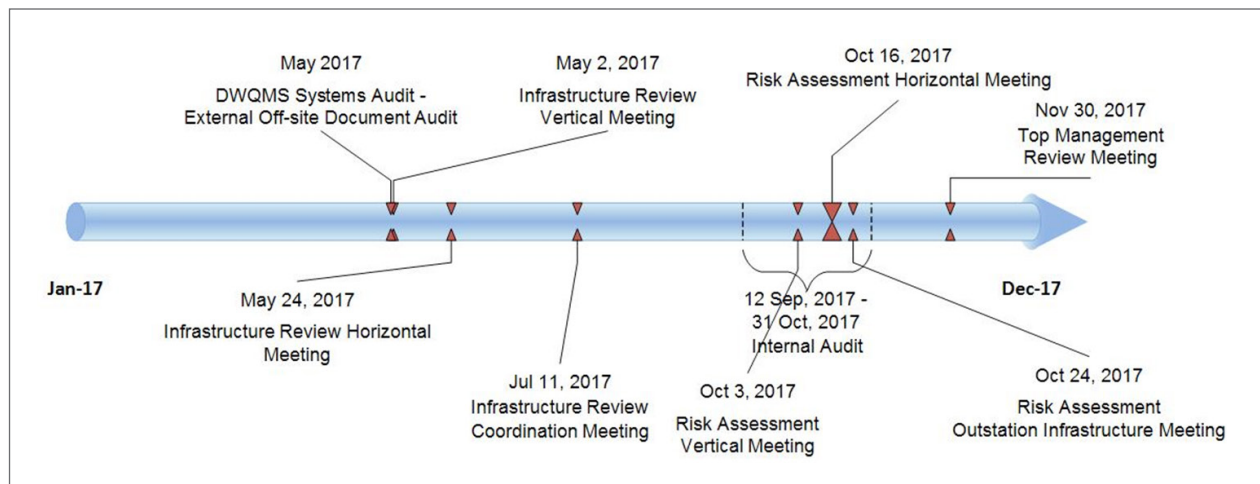
DWQMS milestones related to the accreditation of the City's Operating Authority are described below:

- November 2008 – DWQMS Operational Plan endorsed by Owners,
- April 2009 – Operating Authority achieves Partial Scope; Entire DWQMS accreditation,
- June 2009 – Operating Authority receives Municipal Drinking Water Licences and Drinking Water Works Permits for all five City DWsS,

- February 2011 – On-site Verification Audit by Canadian General Standards Board (CGSB),
- July 2011 – Operating Authority achieves Full Scope; Entire DWQMS accreditation,
- 2012 – Identified QMI - SAI Global as the new Accreditation Body,
- 2012 – Standard of Care Training for Mayor and Council,
- May 2013 – External Systems Audit (off-site document review),
- June 2013 – Operating Authority receives reaccreditation,
- May 2014 – External Systems Audit (off-site document review),
- June 2014 – Received renewed Municipal Drinking Water System Licences for each of the City's five DWsS,
- First quarter 2015 – re-endorsement of the DWQMS Operational Plan by Owners,
- March (off-site document review) and April (on-site audit) 2015 – re-accreditation of the DWQMS by external registrar, SAI-Global,
- May 2016 – External Systems Audit (off-site document review),
- May 2016 – Standard of Care Training for Acting General Manager and new Councillor,
- May 2017 – External Systems Audit (off-site document review).

Figure 1-1 illustrates key DWQMS milestones which occurred in 2017:

**Figure 1-1: Project Pipeline - 2017**



### 1.4 DWQMS Operational Summary

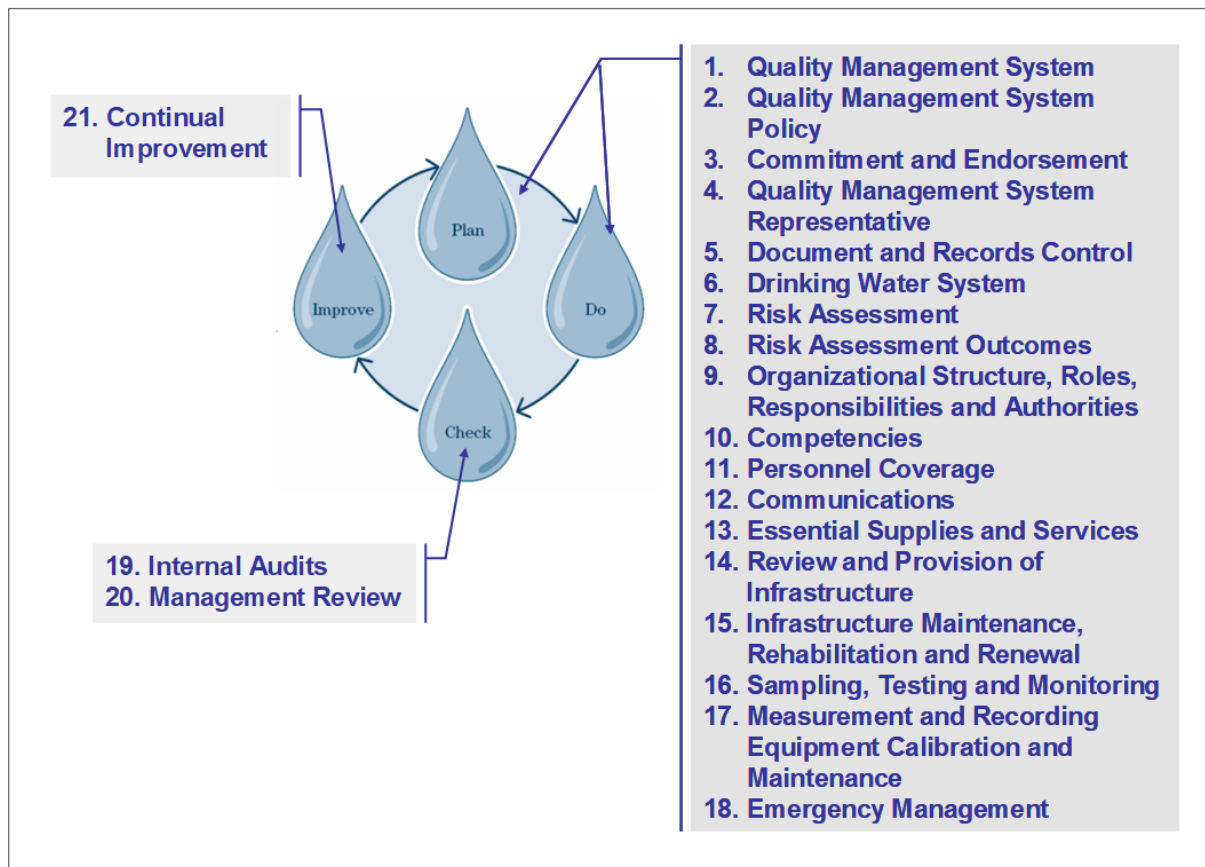
Figure 1-2 illustrates the Plan, Do, Check and Act elements of the DWQMS Standard. In 2017, the Ministry of the Environment and Climate Change revised the Standard and issued V 2.0.

The following sections of this report include an overview of milestones related to the following

elements of the DWQMS:

- Section 2 - Element 8 Risk Assessment Outcomes
- Section 3 - Element 14 Review and Provision of Infrastructure
- Section 4 - Element 19 Internal Audits
- Section 5 - Element 20 Management Review

**Figure 1-2: DWQMS Standard Elements**



### DWS Licences & Permits Approvals

The city renewed the Permits to Take Water (PTTW) for 2 Carlisle wells, FDC03R and FDC05 to remove the requirement to monitor private wells.

In 2017, Licences and Permits were revised to include the Watermain Disinfection Procedure and MOECC template changes. In addition, there were 12 Form 1 approvals for extensions to the distribution system and 5 Form 2s for like for like infrastructure replacements (e.g. pumps).



## 2 RISK ASSESSMENT

### 2.1 Overview

The DWQMS Standard requires that the Risk Assessment be reviewed on an annual basis and redone every three years to verify the currency and validity of the information. A full review of the Risk Assessment scope, criteria, data fields and update of Risk Assessment Outcomes was conducted in 2017 as it was the 3 year “redo” milestone for the Risk Assessment.

Staff from across Hamilton Water collaborated on updating the existing information considering the following key questions:

- Are identified control measures still valid and if so, are they still in place?
- Have additional controls been implemented?
- How has equipment condition, raw water quality, operational controls etc. revise the risk score?
- Are any modified “Risk Factors” now considered to be Critical Control Risks?

Similar to previous years, there were no significant risks identified through the 2017 process, which were not captured through an existing Hamilton Water initiative or project.

### 2.2 Key Updates

As part of the Risk Assessment, process changes, including capital upgrades in the DWSs, are considered and the associated risk scores (i.e. likelihood of occurrence) are updated as needed. The following includes a list of materials that were considered in the 2017 Risk Assessment:

- Capital Delivery - Water Projects (Updated September 2017)
- 2017 DWQMS Infrastructure Review outcomes
- Critical Control Point Summary Chart PW-WW-R-032-009 (Outcomes updated from previous DWQMS RA)
- DWQMS Risk Assessment - Water Distribution Report PW-WW-R-032-012 (Outcomes updated from previous DWQMS RA)
- Review of Adverse Water Quality Incident Notifications - Yearly Summary, Woodward Avenue Drinking Water Subsystem, Distribution, Carlisle, Lynden, Greensville and Freelon DWSs

- BCOS Database Quality Non-conformance Module (audits and inspections)
- 2017 Emerging Issues Meeting outcomes
- Critical Control Point Summary - Woodward DWS PW-WW-L-032-005
- DWQMS Risk Assessment - Water Treatment Plant Report PW-WW-R-032-010 (Outcomes updated from previous DWQMS RA)
- Hamilton Water Emergency Generator Locations (PW-WW-L-012-006)
- Critical Control Point Summary - Wells & Fifty Road DWS PW-WW-L-032-005
- DWQMS Risk Assessment - Wells Systems Report PW-WW-R-032-011 (Outcomes updated from previous DWQMS RA)

In 2018, scoped review of the HW Risk Assessment will be completed. Compliance and Regulations will continue to work with the Asset Management Section to enhance linkages with the State of the Infrastructure Report.



## 3 REVIEW AND PROVISION OF INFRASTRUCTURE

### 3.1 Purpose

The Operating Authority must ensure and verify, on an annual basis, the adequacy of water infrastructure. In order to satisfy the requirements of the DWQMS Standard, the Operating Authority conducted a formal review of its vertical (water treatment, storage and pumping) and horizontal (watermains) infrastructure. The scope of the review also considered the operation, maintenance and replacement of existing infrastructure assets as well as new infrastructure planned for the immediate and long-term future. A Coordination Meeting was held with the Management Team of Hamilton Water to discuss the outcomes of both the horizontal and

vertical infrastructure reviews. This DWQMS Summary Report (2017) includes a brief summary of the results of the DWQMS Infrastructure Review.

### 3.2 Process

The Operating Authority assembled teams of representatives from across relevant sections of Hamilton Water, Engineering Services and Planning and Economic Development to conduct the review of water infrastructure. Teams met in May 2017 to discuss vertical and horizontal infrastructure and a coordination meeting was held in July 2017.

The DWQMS Infrastructure Review teams collected and examined input data related to various asset management, maintenance and capital programs. A summary of the type of “indicator” data examined is provided below:

Infrastructure Type	Input Data
Horizontal Infrastructure – Maintenance	<ul style="list-style-type: none"> <li>→ • Watermain Repairs</li> <li>• Hydrant and Valve Inspections</li> <li>• Valve and Meter Replacement</li> <li>• Substandard Service Replacement</li> <li>• Preventative Maintenance</li> <li>• Emergency Repairs</li> <li>• Customer Complaints</li> </ul>
Horizontal Infrastructure - Large Capital	<ul style="list-style-type: none"> <li>→ • Replaced, Rehabilitated and New Watermains</li> <li>• Condition Assessments</li> <li>• Capital Upgrades</li> <li>• Master Plan Schedule</li> <li>• Corrosion Control Program and Corrosion Control Building</li> <li>• Asset Management – Critical Watermain Age Profiles and Inspections</li> </ul>
Vertical Infrastructure – Maintenance	<ul style="list-style-type: none"> <li>→ • Preventative Maintenance</li> <li>• Breakdowns and Emergency Repairs</li> <li>• Capital Upgrades - Coordination and Scheduling</li> <li>• Life Cycle Best Practices</li> </ul>
Vertical Infrastructure – Large Capital	<ul style="list-style-type: none"> <li>→ • Master Plan Schedule</li> <li>• Reservoir Inspections</li> <li>• Water Capital Projects Lists</li> <li>• Well Studies and Investigations</li> </ul>

### 3.3 Overview of Results

The outcomes and recommendations from the Infrastructure Review Meetings are documented in meeting minutes for the 2017 review. Attendees at the Infrastructure Review Coordination meeting utilized the outcomes from the meeting as input to capital planning and budget preparation. Hamilton Water discussed the 2017 Infrastructure Review at the Top Management Review meeting on November 30, 2017.

The 2017 Infrastructure Review concluded that vertical and horizontal infrastructure is generally found to be available, when needed, and maintained and improved, when necessary. There was significant discussion at the Infrastructure Meetings about ensuring that sufficient capital funds were available for long-term upgrades and maintenance. It was acknowledged that life-cycle replacement funds were being used for emergency or short-term work. This results in a budget shortfall for long-term replacement and maintenance activities. There is work ongoing to confirm that current and projected spending allocations are adequate for drinking water.



## 4 DWQMS AUDITS

The DWQMS accreditation process requires both 3rd Party Accreditation Audits and annual internal audits by the Operating Authority. The cycle of external audits includes an on-site Verification Audit every 3 years and Systems Audit or documentation review annually.

### 4.1 External DWQMS Audits

Hamilton Water utilizes the services of QMI-SAI Global as the Accreditation Body for the DWQMS. In 2017, QMI-SAI Global conducted an off-site documentation surveillance audit. There were no non-conformances or opportunities for improvement found.

### 4.2 Internal Corporate Audit

Corporate Audit Services conducted an audit of Hamilton Water with regards to water supply compliance and conformance in Q1 2015. The Close Out meeting was held on May 7, 2015 and the Final Report was adopted by Council on June 24, 2015. It was noted in the report, that given the large volume of audit and inspection reports that were reviewed, there was a very low volume of non-compliance/non-conformance items detected.

Hamilton Water provided evidence that all compliance requirements were met. Two findings were identified regarding conformance activities. One was related to the new Mayor and four Councillors requiring Standard of Care training and the signing of the DWQMS Commitment & Endorsement. This was completed on June 24, 2015. The second finding was related to 24 open findings from the 2014 Internal Audit. Evidence of closure of all 2014 findings was provided to Corporate Audit Services in November 2016 and verified in 2017.

### 4.3 Internal DWQMS Audits

The Operating Authority must conduct internal audits to evaluate the conformity of the DWQMS with the requirements of the DWQMS Standard and its procedures, at least annually.

**Internal Audit Team**

The Audit Team consists of staff members from all sections of Hamilton Water. The diversity of our Audit Team is an advantage and ensures that auditors do not audit water processes related to their job or area of authority. Independence of auditors avoids potential conflict of interest and provides a fresh set of eyes on water processes external to their day to day responsibilities.

**2017 DWQMS Internal Audit**

The Internal Audit Team conducted a full internal audit from September 12 to October 31, 2017. The 2017 audit assessed the implementation of all 21 elements of the new release of the DWQMS Standard V2.0 and preparation for the 2018 DWQMS Re Accreditation audit. Key meetings relating to the internal audit include:

- Opening meeting – September 12, 2017
- Closing meeting – October 31, 2017

The results of the annual DWQMS Internal Audit conducted in September/October 2017 demonstrate that the City of Hamilton's DWQMS is a maturing system and that opportunities to improve the DWQMS continue to be identified to ensure that the system is relevant and appropriate for HW. The DWQMS contains the required procedures and records to illustrate the establishment and continual improvement of the management system.

The highest number of findings in the 2017 Internal Audit was related to:

- Element 5 – Document and Records Control
- Element 16 – Sampling, Testing and Monitoring
- Element 18 – Emergency Management

This coincides closely with the findings by the external auditor, SAI-Global, for audits that they have conducted on other municipalities in Ontario.

Our high risk findings, that are closely connected to compliance requirements, were related to:

- Element 15 – Infrastructure Maintenance, Rehabilitation and Renewal
- Element 17 – Measurement and Recording Equipment Calibration and Maintenance

The findings identified in this audit will be assigned for further investigation and corrective/preventive actions.

In conclusion, with the timely completion of the corrective actions issued as a result of this audit, the overall conformance to V2.0 of the DWQMS Standard and the City of Hamilton's DWQMS is suitable, the audit process is adequate, and the implementation and maintenance effective.

**2018 DWQMS Audit Plan**

The Compliance Support Group of the Compliance & Regulations Section will be developing an Audit Plan for the 2018 DWQMS internal audits. A full internal audit is proposed to be undertaken in October/ November 2018. The Audit Plan will be reviewed and approved by the management team prior to implementation.





## 5 MANAGEMENT REVIEW

The PLAN component of Element 20 Management Review of the DWQMS Standard requires a documented procedure to describe how the Operating Authority reviews the suitability, adequacy and effectiveness of the DWQMS. The 'CHECK' component of the element requires that Top Management participate in a management review at least once per year to review the DWQMS and consider recommendations for continual improvement. Required outputs of the meeting are:

- Consideration of the results of the management review and identifying deficiencies and action items to address deficiencies,

- Provide a record of decisions and actions items related to management review action items including responsibilities and timelines,
- Report the results of the management review to the Owner.

In 2017, the DWQMS Top Management Review (TMR) was held on November 30th. Attendees included Top Management (General Manager of Public Works and Director of Hamilton Water), Directors, Section Managers, Overall Responsible Operators (OROs) for treatment and distribution, the System Management Representative and staff from the Compliance Support Group.

### Management Review Action Items

**Table 5-1: Management Review Outcomes**

No.	Summary of Action Items	Status
1	Transfer of Review – Sr. Project Manager General Manager’s Office to facilitate discussions, collect and compile comments from all PW Divisions on the new Transfer of Review process. Update: Engineering Services has taken the lead for PW and has been facilitating sessions.	Complete
2	2017 Annual DWS Report - GM Public Works and Director Hamilton Water to meet to review and discuss need for a presentation to the PW Committee and/or Council. Update: This meeting was held February 2, 2018.	Complete
3	Wilson Street Project - IP&SD to prepare a briefing note for GM Public Works regarding the issues and delays.	Complete
4	MOECC Inspections - SMR to schedule a meeting with the inspector. Update: The meeting was held on December 15, 2017.	Complete
5	Lynden Communications - CS&CO to send an update newsletter to Lynden residents regarding the status of their current and future water supply.	On hold pending meeting with GM re funding
6	Lynden Communications - CSG and CS&CO to conduct an audit of the process used to send information to Lynden residents via the electrical utility.	Complete

No.	Summary of Action Items	Status
7	Procedures - CSG to revise the chlorine level visual aids to include the high chlorine adverse level.	Mar. 2018
8	Emergency Repairs - Director of Operations to discuss the list of 2017 emergency repairs (Policy 10) to determine root cause and provide information for budget discussions.	Aug. 2018
9	Asset Management - GM Public Works recommends that a presentation to Council be made.	Q1 2019
10	Kenilworth Pumping Station (HD005) – GM Public Works to attend a meeting with vendor for to discuss the warranty issues and vendor performance. Need to follow our own Purchasing Process and put vendors on notice even after the warranty period.	Q1 2018
11	Equipment Purchasing – PMATS to review and consider creating an approved equipment list.	Dec. 2018
12	Corrosion Control - It is recommended that HW present to Council an update on the CCP after the Annual Summary Report is approved or lined up with the mail out to residences regarding the CCP.	Q2 2018
13	Risk Assessment – CSG to prepare briefing note regarding the risk assessment on the Capital Program. What information do we have\ can be used to determine the gap of what we are spending on capital replacement, how much we should be spending and what is the risk.	Aug. 2018
14	Audit Findings – It was suggested that the comparison chart of HW findings to SAI-Global/NSF findings for Ontario municipalities be presented to Council. This action can be combined with the previous action items for a presentation to Council.	Q1 2018
15	Emergency Response – CSG to send the Fort McMurray WebEx to GM Public Works. Update: The WebEx and LMD review were sent December 1, 2017.	Complete
16	Watermain Approvals – IP&SD to prepare a briefing note following the Fire Underwriter Survey workshop.	Jan. 2018

No.	Summary of Action Items	Status
17	New Developments – At the 2018 DWQMS TMR, discuss concerns regarding new developments and Developer issues.	Sept. 2018
18	Continual Improvement - Discuss with the BLT at the December meeting which tasks are to be included in the Sectional KPI for tracking overdue BCOS task progress that will be included in the SARs. Update: This topic was discussed at the December 12, 2017 BLT meeting.	Feb. 2018
19	New Developments – Sr. Project Manager General Manager’s Office to prepare a briefing note regarding changes to the Development Approval related to HW and P&ED. This brief is to include a review of fees collected by HW from P&ED related to services HW provides to the Development Application Review workflow.	Q3 2018

Note Hamilton Water Section references: BCOS Lead Team (BLT); Compliance and Regulations (C&R); Compliance Support Group (CSG); Customer Service and Community Outreach (CS&CO); Infrastructure Planning & System Design (IP&SD); Planning and Economic Development (P&ED); Plant Maintenance & Technical Services (PMATS); Sustainable Initiatives (SI); Water and Wastewater (W&WW); Water Distribution and Wastewater Collection (WD&WWC).

Overall, Top Management and Section Managers concluded that the DWQMS is suitable, adequate and effective. Continual improvement action items were identified and will be tracked for closure during 2017 at the Senior Management Team (Hamilton Water-SMT) meetings. A summary of key continual improvement actions are provided in Table 5-1.



## 6 FINANCIAL PLAN

The need to prepare a Water Infrastructure Financial Plan is, in part, a regulatory compliance issue specific to the water licensing requirements defined within the DWQMS and more specifically detailed under Regulation 453/07 - Financial Plans made under the Safe Drinking Water Act, 2002. The required Financial Plan for water systems must address a minimum six-year time-frame and be approved by council prior to submission to the province of Ontario. The resulting plans must also be made freely available to the general public. Water Infrastructure Financial Plans for Hamilton have typically been developed to cover a ten-year period of time in order to reflect consistency with the current rate budget process.

The first Financial Plan was created in 2010. The latest revision was approved by Council on January 29, 2014. This most current plan was sent to the Ministry of Municipal Affairs and Housing on January 31, 2014. The next update of the Water Infrastructure Financial Plan is required this year. Efforts are currently under way to provide a new council report by summer of 2018.

## 7 CONCLUSIONS

The outcomes from the internal DWQMS audit and the Management Review concluded that the DWQMS is adequate, suitable and effective and conforms to the requirements of the DWQMS Standard. Corrective action plans from the audit and action items from the Management Review will be implemented to ensure continual improvement of the DWQMS.

## 8 NEXT STEPS – TIMELINE

The management system requires ongoing commitment by staff and management. Maintenance and improvement of the system continues to be a high priority of the Operating Authority. Major next steps related to the maintenance of the DWQMS in 2018 include the following:

Month of 2018	Scheduled DWQMS Milestones
January to July	<ul style="list-style-type: none"> <li>Investigate and correct internal audit findings from DWQMS Internal Audits</li> </ul>
February/March	<ul style="list-style-type: none"> <li>Annual O.Reg. 170 Schedule 22 Report and DWQMS Summary Report to Council</li> </ul>
March	<ul style="list-style-type: none"> <li>Hamilton Water - SMT Meeting #1</li> <li>Infrastructure Review Meetings</li> <li>Risk Assessment Meetings</li> </ul>
April/May	<ul style="list-style-type: none"> <li>DWQMS 3rd Party Surveillance off-site Documentation Audit</li> <li>DWQMS 3rd Party Surveillance on-site Audit</li> </ul>
June	<ul style="list-style-type: none"> <li>Hamilton Water - SMT Meeting # 2</li> </ul>
September	<ul style="list-style-type: none"> <li>DWQMS Top Management Review</li> </ul>
October/November	<ul style="list-style-type: none"> <li>DWQMS Internal Audit</li> </ul>
December	<ul style="list-style-type: none"> <li>Hamilton Water - SMT Meeting # 3</li> </ul>





**CITY OF HAMILTON**  
**PUBLIC WORKS DEPARTMENT**  
*Energy, Fleet & Facilities Management Division*

<b>TO:</b>	Chair and Members Public Works Committee
<b>COMMITTEE DATE:</b>	March 19, 2018
<b>SUBJECT/REPORT NO:</b>	Standardization of Fleet Equipment and Parts (PW09074d) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Tom Kagianis (905) 546-2424, Extension 5105 Jack Sheen (905) 546-2424 Extension 4593
<b>SUBMITTED BY:</b>	Rom D'Angelo, C.E.T.; CFM Director, Energy, Fleet and Facilities Management Public Works
<b>SIGNATURE:</b>	

### RECOMMENDATION

- (a) That the standardization of the products, services and suppliers identified in Appendix A to Report PW09074d, be approved pursuant to Procurement Policy #14 – Standardization.
- (b) That the General Manager of Public Works or their designate be authorized to negotiate and enter into any agreements and execute the completion of associated documents for the items outlined in Appendix A to Report PW09074d, in a form satisfactory to the City Solicitor.
- (c) That the General Manager of Public Works, or their designate, be authorized to amend any Contracts executed and any ancillary documents as required in the event that a supplier identified in Appendix A to Report PW09074d undergoes a name change.

### EXECUTIVE SUMMARY

The purpose of this report is to amend and update the Public Works, Fleet Services Sections list of approved standardized products, services and suppliers. Fleet Service's list of standardized products, services and suppliers is updated from time to time to reflect changes in the market and to ensure support for the City's current fleet of vehicles and equipment remains current and that additions and removals to the approved list are made in the City's best interest and in compliance with the City's Procurement Policy By-law (Procurement Policy #14 – Standardization). This

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**SUBJECT: Standardization of Fleet Equipment and Parts (PW09074d) (City Wide) -  
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standardization request is to update Fleet Service's previously approved report entitled Standardization of Fleet Equipment and Parts (PW09074c) which was approved by Council on September 19, 2016.

Standardization for Fleet Services is recommended for products, services and suppliers when it:

- Increases operating proficiency of similar functioning vehicles and equipment;
- Reduces the requirement for training, diagnostic and repair times;
- Reduces downtime by ensuring supply sources for maintenance, repair and parts;
- Realizes financial and operational benefits of volume discounts and multi-year agreements by reducing quantity of approved brands.

The addition or removal of products, services and suppliers are identified in Appendix A of this report. Included in the appendix is the rationale, the anticipated expiry and estimated average annual expenditure for each recommended product, service or supplier. The estimated average annual expenditure is based on current expenditures incurred over a two-year period which includes adjustments for estimated future costs. The cost of items listed under the Recommended Products and Suppliers will fluctuate from year to year as expenditures are contingent on approved vehicle capital purchases.

The expiry is based on the term of a current contract and the anticipated useful life of the vehicle or equipment that requires the named parts and service. For example, our current snow plow truck contract expires in 2019 and the anticipated useful life of the vehicle is 12 years therefore the standardization approval for Viking plow components and Freightliner original equipment parts will be required until 2032.

In some cases, the estimated average annual expenditure for approved items such as the Compu-Spread, Spreader Control Systems will be contingent on the quantity of snow plows that are scheduled for replacement in a calendar year.

***Alternatives for Consideration – See Page 4***

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: Purchases of the Fleet Equipment Parts and Services as listed on Appendix A Recommended Products and Suppliers 2018 are funded through Fleet Services operating budget and annual capital budget projects for Fleet Vehicle & Equipment Replacements

Estimated annual expenditures forecasted are \$3,182,000.00. Expenditures are based on historical purchases for parts and services and projected expenses for scheduled fleet vehicle replacements.

Actual dollars spent are contingent on several factors which include the following four elements. Council approved annual capital budget projects for Fleet Vehicle & Equipment Replacements, unscheduled vehicle and

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**SUBJECT: Standardization of Fleet Equipment and Parts (PW09074d) (City Wide) -  
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equipment breakdowns, and a small portion to include speciality tooling or rejection of warranty coverage by vehicle and equipment dealers.

Staffing: Not Applicable

Legal: Not Applicable

**HISTORICAL BACKGROUND**

Report PW09074c – Standardization of Fleet Equipment and Parts which was approved by Council on September 19, 2016.

The size of the City's Fleet provides for excellent economies of scale resulting in greater buying power. The City can leverage that advantage by committing to standard components where City operating departments can realize familiar operating parameters, reduce training costs and allow Fleet Services to control inventory costs.

Establishing approved standards for products and services enables the City's Fleet Services section to reference the approved products and services in the applicable procurement document therefore successfully reducing the number of Policy 11 – Non-Competitive Procurement request from 90 in 2009 to 20 in 2017.

Fleet Services garage operation carries an inventory of parts and materials to expedite repair and maintenance operations. The inventory includes more than 7500 stock keeping units (SKU's) which can include numerous brands and manufactures. By standardizing vehicles, equipment and parts, we can control the overall number of stock items.

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

Procurement Policy By-law Policy # 14 - Standardization, Procurement Policy 5.2 Request for Quotations, Policy 5.3 Request for Tenders, and Policy 5.4 Request for Proposals.

**RELEVANT CONSULTATION**

The following Departments / Divisions / Sections have reviewed and contributed to this Report:

Procurement Manager, Financial Services, Corporate Services

To confirm content, terms and expenditures have been included and in a form consistent with other standardization reports satisfactory and in compliance with the Procurement By-Law

Manager of Arena Operations, Community & Emergency Services

Confirmed that the following items listed in Appendix A Recommended Products and Suppliers continue to be relevant and accurate with regard to content.

- Zamboni

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**SUBJECT: Standardization of Fleet Equipment and Parts (PW09074d) (City Wide) -  
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Manager of Roads & Maintenance, Public Works

Confirmed that the following items listed in Appendix A Recommended Products and Suppliers continue to be relevant and accurate with regard to content.

- Compuspread
- Tymco Sweepers

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

The attached Appendix A – Recommended Products and Suppliers has been revised with additions and removal of products and services from the previous approved report (PW09074c) as result of monitoring the market place, increased competition in the market place and single source suppliers for current and projected volume expenditures in excess of \$10,000.

Recommended standardized equipment and operating control systems will reduce mechanical repair training requirements, increase failure diagnostic efficiency and ensure maintenance, repair and operating materials are available through inventory or through established supply agreements.

Standardized equipment will support the efficient use of materials and maximize efficiency of equipment and wearable components as a result of familiar recommended operating parameters.

When the purchase of original equipment maintenance, repair and operating supplies is anticipated to exceed the threshold of Procurement Policy # 5.1 - Low Dollar Value Procurements, a recommendation to add original equipment suppliers to the standardization list will be requested.

Recommendations for amendments as attached in Appendix A – Recommended Products and Suppliers are to facilitate adding approved brand name items and single sourced vendors in Request for Quotations, Request for Tenders and Request for Proposals when procuring new vehicles and equipment as recommended through Procurement.

**ALTERNATIVES FOR CONSIDERATION**

The traditional approach to purchasing municipal goods and services has been to follow a competitive bidding process and award orders to the lowest – cost bid that meets specifications. This results in a transparent process that is fair for all potential bidders by reducing the variable to focus on acquisition cost alone. This process has a number of adverse outcomes for complex systems like the fleet.

The overall cost of ownership for a certain type of equipment, for example a street sweeper, can vary greatly due to the amount of maintenance required, the quality and supply of parts, and the degree of effort needed by operators and repair technicians to work with the street sweeper. Poor quality equipment impairs the system's ability to operate efficiently. It will be out-of-service more often and put the delivery of municipal

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**SUBJECT: Standardization of Fleet Equipment and Parts (PW09074d) (City Wide) -  
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services at risk. The City also recovers less money on disposal raising its total vehicle or equipment ownership cost. It may also affect the use of resources like fuel, insurance and training of staff. In consideration of these alternatives, Appendix A – Recommended Products and Suppliers is proposed.

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

**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.*

**Our People and Performance**

*Hamiltonians have a high level of trust and confidence in their City government.*

**APPENDICES AND SCHEDULES ATTACHED**

Appendix A – Recommended Products and Suppliers

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<b><u>Standardization of Fleet Equipment and Parts 2018</u></b>					
Equipment Category	Recommended Supplier	Rationale	Additional Comments	Expiry (Year)	Estimated Annual Expenditures
<b>SWS LED Strobe Lights, Light Emitting Diode Strobe Lights</b>	<b>Determined through applicable Procurement Process</b>	SWS LED Strobe Lights: Currently in wide spread use in the City's fleet. Units are compatible with existing operation and ongoing standardization will prevent inventory expansion and control costs.	Compatible with existing stock. Named on Procurement document specifications for new vehicle/equipment purchases.	2021	\$ 13,000.00
<b>GROTE back up alarms, trailer plugs, lighting and wiring</b>	<b>Determined through applicable Procurement Process</b>	GROTE back up alarms, trailer plugs, lighting and wiring: Currently in wide spread use in the City's fleet. Units are compatible with existing operation and standardization will prevent inventory expansion and control costs.	Compatible with existing stock. Named on Procurement document specifications for new vehicle/equipment purchases.	2023	\$ 70,000.00
<b>Light emitting Diode light sticks</b>	<b>D&amp;R Electronics Co. Ltd.</b>	LED light sticks: D&R style LED light bars are the current product widely used on the City fleet. Used on Supervisors vehicles and quick stop and go road maintenance units that are too small for a full TC-12 Arrow Board. These lights prevent vehicle collisions by directing traffic around a stationary unit. System design and operation is a current familiarity and would prevent additional training, inventory and installation/ repair costs.	Compatible with existing stock. Named on Procurement document specifications for new vehicle/equipment purchases.	2021	\$ 30,000.00
<b>Back up cameras , AVL accessories and installation services</b>	<b>DiCAN Inc.</b>	Back up cameras installation and service: Provides on-site service, repairs and installation. Original supplier of this equipment to the majority of the heavy duty fleet. Trucks cannot be safely operated when this equipment is not operable. We currently have a combined total of approximately 200 units on our fleet of salter/ sander, garbage packers and sweepers. DiCAN is the dealer authorized to sell Veilig Safety systems to the Municipal industry here in Ontario. Supply and installation of AVL components and accessories	Compatible with existing stock. Named on Procurement document specifications for new vehicle/equipment purchases. Agreement has been established with Dican Inc. which expires on November 20, 2021, for the supply of new units, parts and service.	2022	\$ 75,000.00

**Standardization of Fleet Equipment and Parts 2018**

Equipment Category	Recommended Supplier	Rationale	Additional Comments	Expiry (Year)	Estimated Annual Expenditures
<b>Tymco DST-6 Regenerative Air Sweeper</b>	<b>The Equipment Specialists Inc.</b>	Tymco International Ltd. performance claim for controlling particulate matter (PM 10 and PM 2.5) is certified by Environmental Technology Verification (ETV) Canada with a surface removal efficiency of greater than 90%. Of additional benefit to the operators is the City's entire sweeper fleet will remain standardized from one manufacturer reducing the risk of errors and variations in street cleanliness. This continues to simplify operation and maintenance procedures for both the Fleet Services and Road Operations Sections. The City of Hamilton will continue to evaluate technology each and every time our sweepers reach their life cycle and are to be replaced to determine rebuild vs replacement criteria. To date there have been no other sweeper suppliers that have confirmed their ability to match performance criteria of the Tymco. Tymco DST-6 provides a 10% higher surface removal efficiency rating than that of its competitor, equating to the removal of approximately 40 to 60 tonnes of additional material collected through an annual program cycle. The Tymco DST-6 has the highest certified surface removal efficiency greater than 90% and is a proven entity in the market place throughout Ontario in the Municipal sector. Previous approvals for the Tymco as a single source include (PW05095c), (PW05095b) and (PW05095a)	Agreement has been established with The Equipment Specialist Inc. which expires on December 31, 2022, for the supply of new units, parts and service.	2030	\$ 940,000.00
<b>Ice Resurfacing Machine</b>	<b>Zamboni Company Ltd.</b>	Ice Resurfacing Machine: Previous experience finds that the Zamboni Model 445 fits in all arenas. As outlined in previous council report #ECS07001/PW07005 approved in 2006 for the sole source supply of this machine to the end of 2012 these units meet the City's requirements for turning radius, load capacity and overall height and length of the machines considering the amenities of the specified arena facilities. This current contract includes the purchase of all Ice Resurfacers from Zamboni to ensure the best price for volume purchases of like equipment over a period of 5 years. By standardizing all ice resurfacers to a single manufacturer the end users can realize familiar operating parameters, reduced training costs and allow Fleet Services to control inventory costs. Zamboni custom engineers, manufactures and assembles many of the Zamboni Ice Resurfacer components. Proprietary parts and repair knowledge are not available from the aftermarket network therefore single source of these services from Zamboni Company Ltd. is the only source.	Agreement has been established with Zamboni Company LTD which expires on December 31, 2019, for the supply of new units, parts and service.	2019	\$355,000.00
<b>Original Equipment Manufacturer (OEM) John Deere Industrial</b>	<b>Nortrax Canada Inc.</b>	Nortrax is the Original Equipment Manufacturer (OEM) John Deere Industrial Dealer. Some parts on this equipment are not available from the aftermarket network, therefore the original equipment supplier is the only source. Warranty work that is sent for repair occasionally results in labour and parts that are subsequently found not to be covered under warranty. When this occurs and it's in the City's best interest, that the vendor will complete the work avoiding increased cost for secondary transportation and additional downtime. Some service work may require special tooling or specialized training available only within Nortrax.	Supply of original equipment parts and service only.	2021	\$110,000.00

**Standardization of Fleet Equipment and Parts 2018**

Equipment Category	Recommended Supplier	Rationale	Additional Comments	Expiry (Year)	Estimated Annual Expenditures
<b>Goodyear Hydraulic Hoses and Fittings</b>	<b>Determined through applicable Procurement Process</b>	The City will procure Goodyear hydraulic hose and fittings when Original Equipment Manufacturer (OEM) and/or unique application hoses are not required for new and existing vehicles and equipment. Benefits for operating departments and Fleet Services maintenance include uniform crimping specifications, reduce training costs and allow Fleet Services to control inventory costs, ensure parts availability and avoid any potential costs of replacing dies for tooling crimping machines to other supplier's requirements.	Named on Procurement Documents.	2018	\$45,000.00
<b>Original Equipment Manufacturer (OEM) International Truck</b>	<b>Altruck International Truck Centres</b>	Altruck is the Original Equipment Manufacturer (OEM) International Truck Dealer. Some parts on this equipment are not available from the aftermarket network therefore the original equipment supplier is the only source. Warranty work that is sent for repair occasionally results in labour and parts that are subsequently found not to be covered under warranty. When this occurs and it's in the City's best interest, in consideration of cost and downtime, the vendor will complete the work. Some service work may require special tooling or specialized available only within Altruck International Centres under protected territory.	Supply of original equipment parts and service only	2022	\$ 34,000.00
<b>Sander/Plow parts Manufactures and assembles sander bodies and plow systems</b>	<b>Viking-Cives Ltd.</b>	Original Equipment Manufacturer (OEM) Sander / Plow parts Dealer: Viking-Cives customs engineers, manufactures and assembles sander bodies and plow systems. Proprietary parts are not available from the aftermarket network therefore the original equipment supplier is the only source. Warranty work that is sent for repair occasionally results in labour and parts that are subsequently found not to be covered under warranty. When this occurs and it's in the City's best interest, in consideration of cost and downtime, the vendor will complete the work. Some service work may require special tooling or training available only within Viking-Cives Ltd.	Supply of original equipment parts and service only	2032	\$ 110,000.00
<b>Trackless Municipal Tractors</b>	<b>Work Equipment Ltd. (sales division of Trackless Manufacturing)</b>	Trackless Municipal Tractors: There are currently 7 Trackless devices in the City fleet that require manufacturer's specific parts. These units are predominately municipal purchases so the parts distribution is non-existent. Some generic parts can be had from the manufacturer. Work Equipment Ltd. is the sales arm of Trackless Manufacturing.	Supply of original equipment parts.	2032	\$ 65,000.00
<b>Ford/ Sterling</b>	<b>Eastgate Truck Centre</b>	Ford/ Sterling: Eastgate Ford has a dedicated territory as a Ford/ Sterling dealer and supplies Ford/ Sterling dedicated parts. This vendor is the original equipment supplier for parts and service required for our fleet of 103 Sterling Plow and Garbage Packer Trucks.	Supply of original equipment parts and service only	2021	\$ 175,000.00

<b><i>Standardization of Fleet Equipment and Parts 2018</i></b>					
<b>Equipment Category</b>	<b>Recommended Supplier</b>	<b>Rationale</b>	<b>Additional Comments</b>	<b>Expiry (Year)</b>	<b>Estimated Annual Expenditures</b>
<b>Freightliner</b>	<b>Metro Freightliner Trucks</b>	Freightliner: Metro Freightliner has a dedicated territory for parts and warranty service for our fleet of 48 Freightliner Plow, Sweepers cab and chassis, Forestry, medium duty dump trucks and Traffic operations. Some parts on this equipment are not available from the aftermarket network therefore the original equipment supplier is the only source.	Supply of original equipment parts.	2032	\$ 80,000.00
<b>Cummins Engine</b>	<b>Cummins Eastern Canada</b>	Cummins Engine: Cummins has protected territory for its engine repairs and specific parts. Generic parts are always sourced first, but where none are available then we need to acquire them from OE option of Cummins Eastern Canada.	Supply of original equipment parts and service only.	2032	\$ 120,000.00
<b>Jacobsen Mowers</b>	<b>G.C. Duke Equipment</b>	Jacobsen Mowers: A large number of Jacobsen mowers are in use in the golf and parks operations throughout the city. There are a number of manufacturer specific parts that can only be purchased through the dealer. This dealer holds the entire Province of Ontario as a protected territory.	Supply of original equipment parts and service only.	2030	\$ 180,000.00
<b>Toro Mowers</b>	<b>Turfcare</b>	Toro Mowers: A significant number of Toro mowers are in the use throughout the city. Getting supply of parts and service is restricted to protected territory supplied only by Turfcare in Ontario and Quebec.	Supply of original equipment parts.	2020	\$ 70,000.00
<b>Vacuum Truck and Garbage Packers Bodies</b>	<b>Joe Johnson Equipment</b>	Vacuum Truck and Garbage Packers Bodies: Where Vactor and Labrie body parts and unique service requirements are needed, Joe Johnson Equipment has a protected territory in Ontario.	Supply of original equipment parts and service only.	2025	\$ 55,000.00
<b>Vermeer Wood Chippers</b>	<b>Vermeer Ontario</b>	Vermeer Wood Chippers: There is a number of Vermeer Wood Chippers in the City fleet and often require manufacturer's specific parts. These units are predominately municipal purchases so the parts distribution is non-existent. Some generic parts can be had and are covered under a supply tender, however specific parts can only be had from the manufacturer. Vermeer has the exclusive sales and service right for the Hamilton area.	A five year agreement has been established with Vermeer Canada Inc. which expires five years from date of original purchase order (July 11, 2013) for the supply of new units, parts and service.	2029	\$ 20,000.00
<b>Auto Lube System</b>	<b>Groeneveld Lubrication Solutions INC.</b>	Auto Lube System: We currently have approximately 200 units on our fleet of Plow, Garbage trucks and other equipment. Groeneveld Products is the only distributor in Hamilton area.	Supply of original equipment parts and service. Named on Procurement document specifications for new vehicle/equipment purchases. Agreement has been established with Groeneveld Lubrication Solutions INC. which expires on November 27, 2021, for the supply of new units, parts and service.	2034	\$ 200,000.00
<b>Asphalt Hot Boxes</b>	<b>Amaco Equipment</b>	Amaco Equipment is the authorized dealer of Falcon Asphalt Hot Box equipment, parts and service.	Supply of original equipment parts and service only.	2026	\$ 50,000.00

**Standardization of Fleet Equipment and Parts 2018**

Equipment Category	Recommended Supplier	Rationale	Additional Comments	Expiry (Year)	Estimated Annual Expenditures
Allison Transmission	Wajax Power System	Allison Transmission: Wajax is the registered distributor for Allison automatic transmissions. All of our large fleet (CVOR vehicles) are equipped with Allison automatics. Outside of warranty and very limited generic parts all work and part need to be had at Wajax. Exclusive dealer of OEM Allison Transmission overhaul service within 50km of Central Garage.	Supply of original equipment parts and service. Named on Procurement document specifications for new vehicle/equipment purchases.	2032	\$ 70,000.00
Emco Wheaton POSI/LOCK® Automatic Refueling and Posi/Lock Blue urea dispensing systems	Baker Parts, Inc.	Emco Wheaton POSI/LOCK® Posi/Lock dispensing nozzles: Baker Parts is the registered distributor for Emco Wheaton POSI/LOCK® Automatic Refueling and Posi/Lock Blue urea dispensing systems. Our two locations capable of fueling HSR buses are equipped with Emco Wheaton POSI/LOCK® Posi/Lock dispensing nozzles. Exclusive dealer of OEM Emco Wheaton POSI/LOCK® Posi/Lock dispensing nozzles rebuild service in Canada.	Supply of parts, new and rebuilt nozzles.	2023	\$15,000.00
Monroe Snow Plow Spreader Body	Alstone	Original Equipment Manufacturer (OEM) Sander / Plow parts Dealer: ALLSTONE EQUIPMENT is the manufactures only Canadian distributor and assembles sander bodies and plow systems. Proprietary parts are not available from the aftermarket network therefore the ALLSTONE EQUIPMENT is the only source. Warranty work that is sent for repair occasionally results in labour and parts that are subsequently found not to be covered under warranty. When this occurs and it's in the City's best interest, in consideration of cost and downtime, the vendor will complete the work. Some service work may require special tooling or training available only within ALLSTONE EQUIPMENT.	Supply of original equipment parts and service only	2026	\$15,000.00
Bobcat	Bobcat of Hamilton	There are a number of Bobcat brand vehicles in use within the parks operations throughout the city. There are a number of manufacturer specific parts that can only be purchased through the dealer. This dealer holds territorial rights for this area.	Supply of original equipment parts and service only	2026	\$ 30,000.00
Peterbilt	Cervus Equipment	Cervus is the Original Equipment Manufacturer (OEM) for Peterbilt Trucks. Some parts on this equipment are not available from the aftermarket network, therefore the original equipment supplier is the only source. Warranty work that is sent for repair occasionally results in labour and parts that are subsequently found not to be covered under warranty. When this occurs and it's in the City's best interest, that the vendor will complete the work avoiding increased cost for secondary transportation and additional downtime. Some service work may require special tooling or specialized training available only within Cervus.	Supply of original equipment parts and service only	2026	\$ 15,000.00

<b><u>Standardization of Fleet Equipment and Parts 2018</u></b>					
Equipment Category	Recommended Supplier	Rationale	Additional Comments	Expiry (Year)	Estimated Annual Expenditures
<b>Bosch Rexroth Compu-Spread Spreader Control Systems m</b>	<b>Determined through applicable Procurement Process</b>	<p>These electronic spreader control systems are used on the City's sander/salter/plow units to control material application rates and record their usage during winter events. Roads &amp; Maintenance has been using the Bosch Rexroth Compuspread system since the early 2000's. Currently all 110 City sander/salter/plow units have the Bosch Rexroth Compu-Spread system installed in them. These units have provided good quality and are essential to deliver winter control in a cost effective manner. Historically there have been no major issues with the Compu-spread system. The City's Fleet Services Section of the Public Works Department have a process in place for Compu-spread repairs and technical training programs for fleet technicians. Fleet carries a significant inventory of Compu-spread maintenance and repair items and has established supply contracts to ensure timely repair of existing systems.</p>	Supply of original equipment parts and service only. Named on Procurement document specifications for new vehicle/equipment purchases.	2032	\$ 200,000.00
<b>Case Constuction, Volvo Construction and Champion Equipment</b>	<b>Strongco Corporation</b>	<p>Strongco is the Original Equipment Manufacturer (OEM) dealer of Case Construction, Volvo Construction and Champion Equipment. Some parts on this equipment are not available from the aftermarket network therefore the original equipment supplier is the only source. Warranty work that is sent for repair occasionally results in labour and parts that are subsequently found not to be covered under warranty. When this occurs and it's in the City's best interest, in consideration of cost and downtime, the vendor will complete the work. Some service work may require special tooling or specialized available only from Strongco.</p>	Supply of original equipment parts and service only	2025	\$ 40,000.00
<b>TOTAL</b>					<b>\$3,182,000.00</b>





# Hamilton

## **HAMILTON CYCLING COMMITTEE (HCyC) MINUTES**

Wednesday, August 2, 2017

5:45 p.m.

Room 192, 1<sup>st</sup> Floor

City Hall

71 Main Street West, Hamilton

**Present:** Chair: Sharon Gibbons  
 Vice-All: Kevin Love  
 Members: Cora Muis Pierre Barras Ann McKay  
 Bob Corsini

**Absent with**

**Regrets:** Jason Copple, Greg Blunsdon, Jeff Axisa, Brandon Curtas, Kate Berry, Brad Tyleman, Linda Meerveld

**Council:** Mayor Eisenberger (regrets), Councillor Green (regrets)

**Also Present:** PW staff (Daryl Bender, Rachel Johnson)

1. **CHANGES TO THE AGENDA/ INTRODUCTIONS**
2. **DECLARATIONS OF INTEREST**
3. **APPROVAL OF MINUTES OF PREVIOUS MEETING**

HCyC meeting minutes, dated June 7, 2017, were deferred.

4. **CONSENT ITEMS**

none

5. **PRESENTATIONS**

none

6. **DISCUSSION ITEMS**

6.1 Correspondence

**Share the Road organization, Climate Change Action Plan letter –**  
 The Mayor has sent a letter in support of additional Provincial funding of cycling infrastructure to the Ontario Minister of Environment and Climate Change.

**Duty Tax letter** – The Citizen Committee Report was approved by Council on June 28.

**Customer Experience Feedback** – Information from the City's Customer Experience Team was shared with HCyC members and they were encouraged to participate in the roundtable focus groups.

6.2 Updates from HCyC reps on committees

**Cycle Hamilton** – This community organization has a new Executive including Kate Whalen and Mark Chamberlain as Co-chairs. The organization is working with the Friendly Streets Hamilton initiative, including a review of the Cannon Cycle Track; and they are arranging an information booth at Supercrawl to promote cycling.

6.3 Maintenance

The closure of the Waterfront Trail by Bayfront Park has been lengthy, so staff were asked to investigate the planned duration of this closure.

Scenic Drive was noted for investigation as it may require resurfacing in the near future.

6.4 Budgets

Members were notified that the proposed 2018 Budget would be discussed at the next meeting (September).

6.5 Discussion

**Provincial OMCC funding** – Staff provided an update including the planned list of projects being considered for this “Ontario Municipal Commuter Cycling” (OMCC) fund, and that a Report describing this list is on the planned Aug 17, 2017 PWC agenda.

**Cycling Master Plan update** – The proposed changes/ additions to the planned cycling network were briefly described. The issue of e-bikes was discussed, and members suggested that the fast speeds of heavier e-bikes be addressed in the Master Plan.

6.6 Building the Network and Councillor Outreach

Staff confirmed that the Bay Street bicycle lanes will be installed in September and October, and that a grand opening event is being planned.

6.7 Other Bicycle Infrastructure Projects

**Trans Canada Trail/ Chippawa Rail Trail** – HCyC members suggested that this trail crossing at Rymal Road could be improved, perhaps with traffic control.

6.8 Public Education

**“Share the Road – Respect the Rules” campaign** – This campaign includes safety videos such as the new video describing bicycle traffic signals. The street banner needs to be replaced, so this may be a budget item for 2018.

**7. GENERAL INFORMATION & OTHER BUSINESS**  
**Announcements**

**8. ADJOURNMENT**  
**(Moved/Seconded)**

That, there being no further business, the meeting be adjourned at 7:45 p.m.



# Hamilton

## **HAMILTON CYCLING COMMITTEE (HCyC) MINUTES**

Wednesday, September 20, 2017

5:45 p.m.

Room 192, 1<sup>st</sup> Floor

City Hall

71 Main Street West, Hamilton

**Present:** Chair: Sharon Gibbons  
 Vice-All: Kevin Love  
 Members: Cora Muis Pierre Barras Ann McKay  
 Bob Corsini Brad Tyleman Linda Meerveld

**Absent with**

**Regrets:** Jason Copple, Greg Blunson, Jeff Axisa, Brandon Curtas, Kate Berry

**Council:** Mayor Eisenberger (regrets), Councillor Green (regrets)

**Also Present:** PW staff (Daryl Bender)

1. **CHANGES TO THE AGENDA/ INTRODUCTIONS**
2. **DECLARATIONS OF INTEREST**
3. **APPROVAL OF MINUTES OF PREVIOUS MEETING**

HCyC meeting minutes, dated June 7, 2017, were deferred.

HCyC meeting minutes, dated August 2, 2017, were deferred.

4. **CONSENT ITEMS**

none

5. **PRESENTATIONS**

none

6. **DISCUSSION ITEMS**

6.1 Correspondence

**Duty Tax letter** – City staff will send this letter, as approved by Council on June 28.

6.2 Updates from HCyC reps on committees

**Cycle Hamilton** – This community organization's new Executive looks forward to strong relations with the Hamilton Cycling Committee.

- 6.3 Maintenance  
 A curb-cut is requested to improve the connection along Mountain Park Avenue and Mountain Drive Park, in the vicinity of Concession Street.
- 6.4 Budgets  
 Members developed a proposed 2018 Budget, including safety promotions and activities.
- 6.5 Discussion  
**Provincial OMCC funding** – Staff confirmed that a City submission to the “Ontario Municipal Commuter Cycling” (OMCC) fund has been submitted requesting \$4.4 million from the Province, and the Province plans to announce results in early fall.  
**Annual HCyC Update to PWC** – HCyC members identified important information to include in their annual presentation to PWC, including ridership data, infrastructure progress (both utilitarian and recreational), safety promotions, and special events.
- 6.6 Building the Network and Councillor Outreach  
 The Longwood Road and Garth Street bicycle lanes was installed in the summer, and the installation of the Bay Street bicycle lanes has begun. A Bay Street Grand Opening event is planned for October 27 and the HCyC will staff an information booth.
- 6.7 Other Bicycle Infrastructure Projects  
**SoBi “Everyone Rides” launch** – The SoBi network was expanded this summer with this new program, including new bicycles and hubs, targeting lower-income citizens.
- 6.8 Public Education  
**Supercrawl** – Members thanked Ann for the arrangements she has made for an information table at this upcoming event, planned to engage both children and parents.  
**Tourism & BIA’s** – The HCyC members would like to work more with City Tourism staff and Hamilton BIA’s to promote cycling.

## 7. GENERAL INFORMATION & OTHER BUSINESS

### Announcements

- Great Waterfront Ride** – Cora shared highlights of this August ride, which included an overnight stay at Mohawk College.
- Police Memorial Ride** – Greg B. is participating today. Everyone was reminded to donate through the Canadian Tire “Jump Start” program.
- Greg’s Ride** in Burlington is scheduled for Sunday Sept. 21
- The Hamilton-Burlington Trails Council** is hosting a Hike-a-thon on Saturday Oct. 28.

## 8. ADJOURNMENT (Moved/Seconded)

That, there being no further business, the meeting be adjourned at 7:45 p.m.



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

<b>TO:</b>	Chair and Members Public Works Committee
<b>COMMITTEE DATE:</b>	March 19, 2018
<b>SUBJECT/REPORT NO:</b>	Proposed Permanent Closure and Sale of a Portion of Public Unassumed Alley Abutting 193 East 22nd Street, Hamilton (PW18024) (Ward 7)
<b>WARD(S) AFFECTED:</b>	Ward 7
<b>PREPARED BY:</b>	Gary Kirchknopf, Senior Project Manager Corridor Management (905) 546-2424, Extension 7217  Cetina Farruggia, Road Programming Technician Corridor Management (905) 546-2424, Extension 5803
<b>SUBMITTED BY:</b>	Gord McGuire, Geomatics & Corridor Management Public Works
<b>SIGNATURE:</b>	

### RECOMMENDATION

That the application of the owner of 193 East 22<sup>nd</sup> Street, Hamilton to permanently close and purchase a portion of the unassumed alleyway abutting the North side of 193 East 22<sup>nd</sup> Street, Hamilton, ("Subject Lands"), as shown on Appendix "A", attached to Report PW18024, 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;

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**SUBJECT: Proposed Permanent Closure and Sale of a Portion of Public  
Unassumed Alley Abutting 193 East 22<sup>nd</sup> Street, Hamilton  
(PW18024) (Ward 7) Page 2 of 4**

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- (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 193 East 22<sup>nd</sup> Street, Hamilton,, as described in Report PW18024, in accordance with the City of Hamilton Sale of Land Policy By-law 14-204;
  - (iii) The City Solicitor be authorized to complete the transfer of the Subject Lands to the owners of 193 East 22<sup>nd</sup> Street, Hamilton pursuant to an Agreement of Purchase and Sale or Offer to Purchase as negotiated by the Real Estate Section of the Planning and Economic Development Department;
  - (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 any Public Utility requiring easement protection.

### **EXECUTIVE SUMMARY**

The owner of 193 East 22<sup>nd</sup> Street in Hamilton has applied to permanently close and purchase a portion of the public unassumed alleyway running East/West at the north side of his property, as his side door currently encroaches into this corridor. Notice of the application was circulated to internal City Divisions, public utilities and owners of properties within a 400' (121.9m) radius of the Subject Lands. No opposition was received from any internal City Divisions or public utilities. One opposition was received from a non-abutting land owner within the circulation radius and one opposition was received from an abutting land owner. As a result of the abutting owner opposition, staff communicated with the Applicant to adjust the Subject Lands in order to not impede access to the rear of the opposed abutting land owner's rear garage. The opposed applicant revised their opposition to be in favour.

***Alternatives for Consideration – See Page 4***

### **FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: The applicant has paid the Council approved user fee of \$4,454.00. The Subject Lands will be sold to the owners of 193 East 22<sup>nd</sup> Street, Hamilton, in accordance with the City of Hamilton Sale of Land Policy By-law 14-204.

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**SUBJECT: Proposed Permanent Closure and Sale of a Portion of Public  
Unassumed Alley Abutting 193 East 22<sup>nd</sup> Street, Hamilton  
(PW18024) (Ward 7) Page 3 of 4**

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**Staffing:** An agreement to purchase the Subject Lands will be negotiated by the Real Estate Section of the Planning and Economic Development Department.

**Legal:** Subject to any required application to the Ontario Superior Court of Justice to permanently close the Subject Lands being approved, the City Solicitor will prepare all necessary by-laws to permanently close and sell the Subject Lands and will register such by-laws in the Land Registry Office once Council has approved the by-law. The by-law does not take effect until the certified copy of the by-law is registered in the proper land registry office. The City Solicitor will complete the transfer of the Subject Lands to the owners of 193 East 22<sup>nd</sup> Street, Hamilton, pursuant to an agreement negotiated by the Real Estate Section of the Planning and Economic Development Department.

### **HISTORICAL BACKGROUND**

The applicant submitted the application to purchase the Subject Lands on June 2, 2017. The current City policy is to not perform maintenance on public unassumed alleyways. There is also a fence that has blocked the east/west portion of this alley from access to the north/south leg of the alleyway for many years. The applicants' side door currently encroaches into the alleyway. A discussion between the Applicant and one abutting opposed owner resulted in a modified portion of the alley to be closed, agreed upon to the satisfaction of both owners. The opposed abutting owner resubmitted a response in favour of the closure and sale to the owner of 193 East 22<sup>nd</sup> Street, Hamilton.

### **POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

The closure of the Subject Lands will be subject to any application required by the City. In addition, a by-law must be passed to permanently close the Subject Lands in accordance with the *Municipal Act, 2001*.

### **RELEVANT CONSULTATION**

The following public utilities, City departments and divisions were provided with a copy of the application and were invited to provide comments:

- Planning and Economic Development Department: Development Engineering, Building, Economic Development, Real Estate, and Planning
- Public Works Department: Engineering Services, Hamilton Water, Operations, Environmental Services, and Transportation
- Hamilton Emergency Services
- Corporate Services Department: Budgets and Finance
- Mayor and Ward Councillor
- Bell, Horizon Utilities/Alectra Utilities, Hydro One, and Union Gas

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**SUBJECT: Proposed Permanent Closure and Sale of a Portion of Public  
Unassumed Alley Abutting 193 East 22<sup>nd</sup> Street, Hamilton  
(PW18024) (Ward 7) Page 4 of 4**

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There were no objections received from any public utilities, City departments and divisions.

Bell has advised that they will require easement protection.

Notice of the proposal was sent to all abutting property owners of the Subject Lands, as shown on Appendix "B", for comment. In this instance, there were 42 notices mailed, and the results are as follows:

In favour: 2

Opposed: 1

No comment: 0

One of the opposed owners does not directly abut the Subject Lands and has through access to his rear property down the N/S leg of the alley with entrance off of Queensdale Road, Hamilton. One of the in favour owners who abuts the Subject Lands was originally opposed, expressing concerns regarding access to their rear garage. As such, staff communicated with the Applicant and accommodation was made to adjust the Subject Lands in order to rectify the concerns of this owner. This owner was recirculated and returned a response of in favour.

#### **ANALYSIS AND RATIONALE FOR RECOMMENDATION**

As there were no objections received from any City Departments, Divisions, or Public Utilities and only one objection from an abutting owner whose concerns were rectified, staff support the permanent closure and sale of the Subject Lands to the owner of 193 East 22<sup>nd</sup> Street, Hamilton.

#### **ALTERNATIVES FOR CONSIDERATION**

The City could deny the application and the alleyway would remain public unassumed.

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

##### **Built Environment and Infrastructure**

*Hamilton is supported by state of the art infrastructure, transportation options, buildings and public spaces that create a dynamic City.*

#### **APPENDICES AND SCHEDULES ATTACHED**

Appendix A: Aerial Drawing

Appendix B: Location Plan

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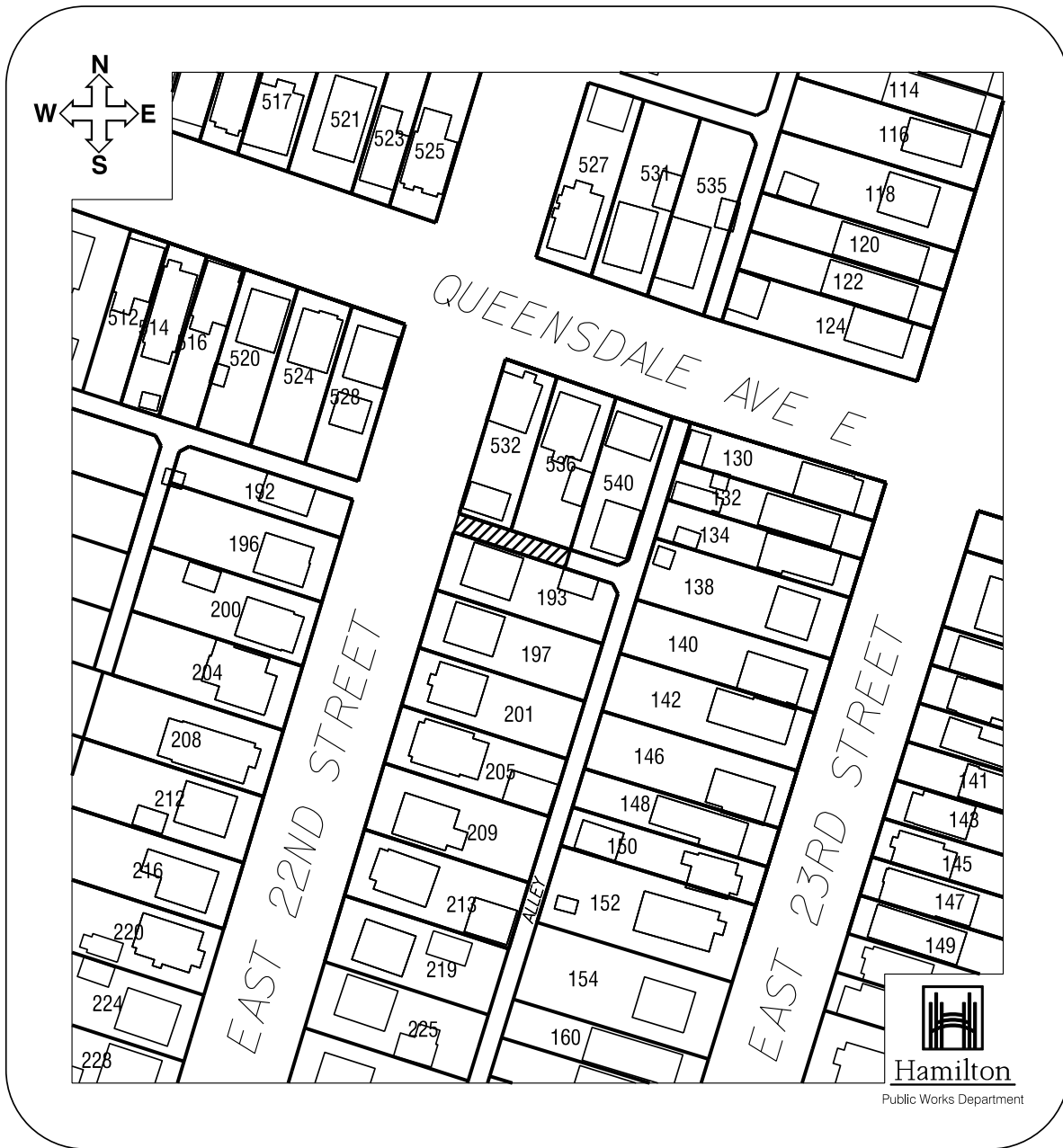
PROPOSED CLOSURE OF PORTION OF UNASSUMED ALLEY  
AT 193 EAST 22ND STREET, HAMILTON

Geomatics & Corridor Management Section  
Public Works Department

**LEGEND**

 **Lands to be Closed**

NTS  
08/06/2017  
Sketch By: KM



**LOCATION PLAN**

PROPOSED CLOSURE OF  
 UNASSUMED ALLEY AT  
**193 EAST 22ND STREET  
 HAMILTON, ON**

CITY OF HAMILTON  
 PUBLIC WORKS DEPARTMENT

**LEGEND**



**SUBJECT LANDS**

DATE: October 12, 2017

Not to Scale

REFERENCE FILE NO : PW17\_



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

<b>TO:</b>	Chair and Members Public Works Committee
<b>COMMITTEE DATE:</b>	March 19, 2018
<b>SUBJECT/REPORT NO:</b>	Proposed Permanent Closure and Sale of a Portion of Public Unassumed Alley Abutting 102 Francis Street, Hamilton (PW18025) (Ward 3)
<b>WARD(S) AFFECTED:</b>	Ward 3
<b>PREPARED BY:</b>	Gary Kirchknopf, Senior Project Manager Corridor Management (905) 546-2424, Extension 7217  Cetina Farruggia, Road Programming Technician Corridor Management (905) 546-2424, Extension 5803
<b>SUBMITTED BY:</b>	Gord McGuire Geomatics & Corridor Management Public Works
<b>SIGNATURE:</b>	

### RECOMMENDATION

That the application of the owner of 102 Francis Street, Hamilton, to permanently close and purchase a portion of the unassumed alleyway abutting the West side of 102 Francis Street, Hamilton, ("Subject Lands"), as shown on Appendix "A", attached to Report PW18025, 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;

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**SUBJECT: Proposed Permanent Closure and Sale of a Portion of Public  
Unassumed Alley Abutting 102 Francis Street, Hamilton  
(PW18025) (Ward 3) Page 2 of 4**

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- (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 102 Francis Street, Hamilton, as described in Report PW18025, in accordance with the City of Hamilton Sale of Land Policy By-law 14-204;
  - (iii) The City Solicitor be authorized to complete the transfer of the Subject Lands to the owners of 193 East 22nd Street, Hamilton pursuant to an Agreement of Purchase and Sale or Offer to Purchase as negotiated by the Real Estate Section of the Planning and Economic Development Department;
  - (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 any Public Utility requiring easement protection.

### **EXECUTIVE SUMMARY**

The owner of 102 Francis Street, Hamilton, has applied to permanently close and purchase a portion of the public unassumed alleyway running North/South at the side of 102 Francis Street, Hamilton. The Applicant expressed concerns around the lack of maintenance in the alleyway. There were no objections for any City Departments, Divisions, or Public Utilities. One objection was received from an abutting land owner with concerns related to access of rear parking. Staff have reviewed this and there is still access through the North/South leg of the alley off of Keith Street.

***Alternatives for Consideration – See Page 4***

### **FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

**Financial:** The applicant has paid the Council approved user fee of \$4,454.00. The Subject Lands will be sold to the owners of 102 Francis Street, Hamilton, in accordance with the City of Hamilton Sale of Land Policy By-law 14-204.

**Staffing:** An agreement to purchase the Subject Lands will be negotiated by the Real Estate Section of the Planning and Economic Development Department.

**Legal:** Subject to any required application to the Ontario Superior Court of Justice to permanently close the Subject Lands being approved, the City Solicitor will

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**SUBJECT: Proposed Permanent Closure and Sale of a Portion of Public  
Unassumed Alley Abutting 102 Francis Street, Hamilton  
(PW18025) (Ward 3) Page 3 of 4**

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prepare all necessary by-laws to permanently close and sell the Subject Lands and will register such by-laws in the Land Registry Office once Council has approved the by-law. The by-law does not take effect until the certified copy of the by-law is registered in the proper land registry office. The City Solicitor will complete the transfer of the Subject Lands to the owners of 102 Francis Street, Hamilton, pursuant to an agreement negotiated by the Real Estate Section of the Planning and Economic Development Department.

### **HISTORICAL BACKGROUND**

The alleyway was created by Registered Plan 209 and has both a North/South leg running from Francis Street to Keith Street and an East/West leg running from the North/South leg to Cheever Street. Being an unassumed alleyway, the Subject Lands are not maintained by the City. On July 10<sup>th</sup>, 2017 the owners of 102 Francis Street, Hamilton made application to close and purchase the Subject Lands in order to take ownership and complete maintenance. The Subject Lands also provide access for the Applicant's rear garage.

### **POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

The closure of the Subject Lands will be subject to any application required by the City. In addition, a by-law must be passed to permanently close the Subject Lands in accordance with the *Municipal Act, 2001*.

### **RELEVANT CONSULTATION**

The following public utilities, City departments and divisions were provided with a copy of the application and were invited to provide comments:

- Planning and Economic Development Department: Development Engineering, Building, Economic Development, Real Estate, and Planning
- Public Works Department: Engineering Services, Hamilton Water, Operations, Environmental Services, and Transportation
- Hamilton Emergency Services
- Corporate Services Department: Budgets and Finance
- Mayor and Ward Councillor
- Bell, Horizon Utilities/Alectra Utilities, Hydro One, and Union Gas

There were no objections received from any public utilities, City departments and divisions.

Bell has advised that they will require easement protection.

Notice of the proposal was sent to all abutting property owners of the Subject Lands, as shown on Appendix "B", for comment. In this instance, there were 7 notices mailed, and the results are as follows:

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**SUBJECT: Proposed Permanent Closure and Sale of a Portion of Public  
Unassumed Alley Abutting 102 Francis Street, Hamilton  
(PW18025) (Ward 3) Page 4 of 4**

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In favour: 0

Opposed: 1

No comment: 0

The opposed owner expressed concerns with regards to accessing their rear parking. Staff have reviewed the location and there is sufficient access from the residual North/South leg from Keith Street.

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

As there were no objections received from any City Departments, Divisions, or Public Utilities, and only one objection received from an abutting owner, staff support the permanent closure and sale of the Subject Lands to the owner of 102 Francis Street, Hamilton.

**ALTERNATIVES FOR CONSIDERATION**

The City could deny the application and the alleyway would remain public unassumed.

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

**Built Environment and Infrastructure**

*Hamilton is supported by state of the art infrastructure, transportation options, buildings and public spaces that create a dynamic City.*

**APPENDICES AND SCHEDULES ATTACHED**

Appendix A: Aerial Drawing

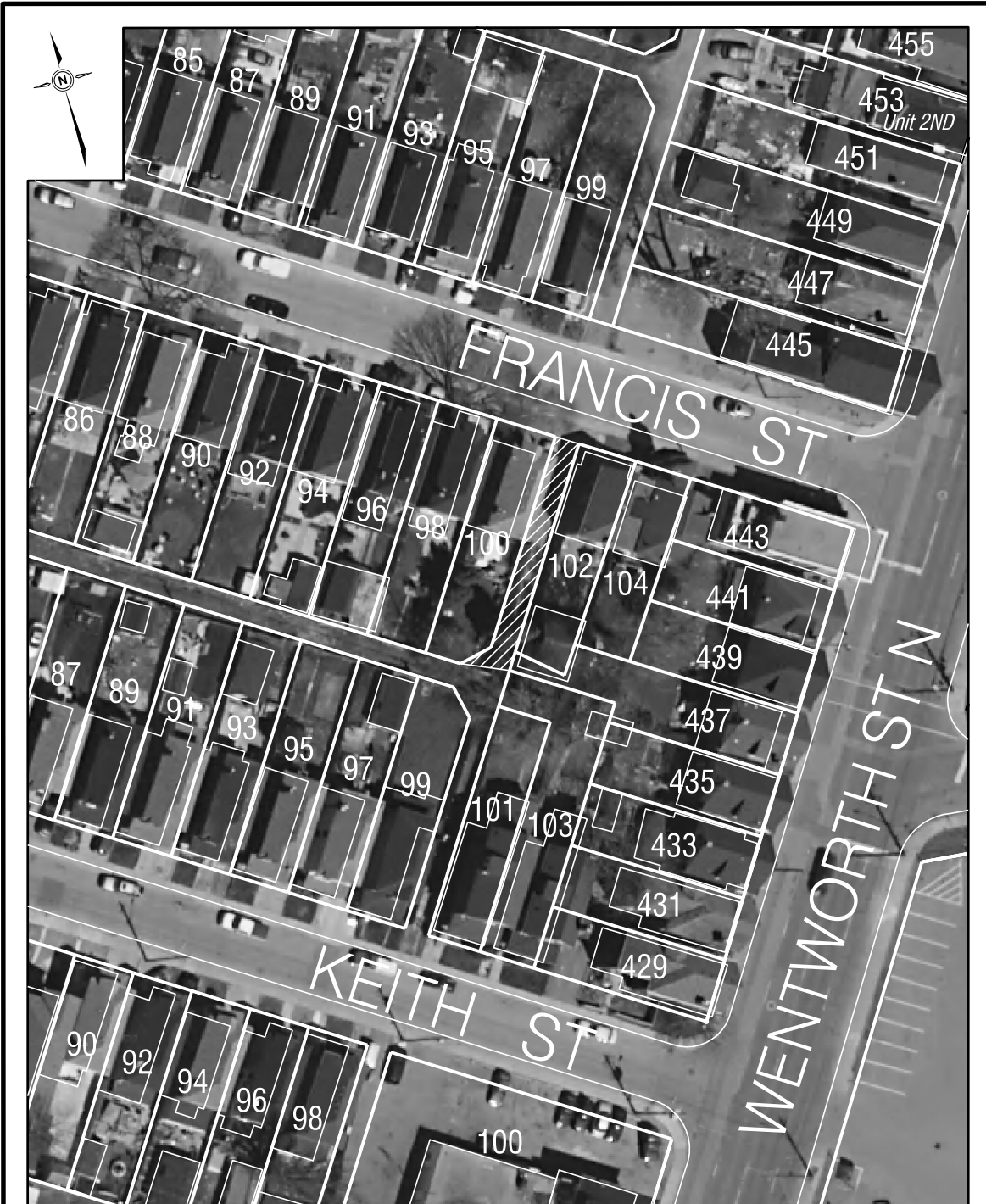
Appendix B: Location Plan

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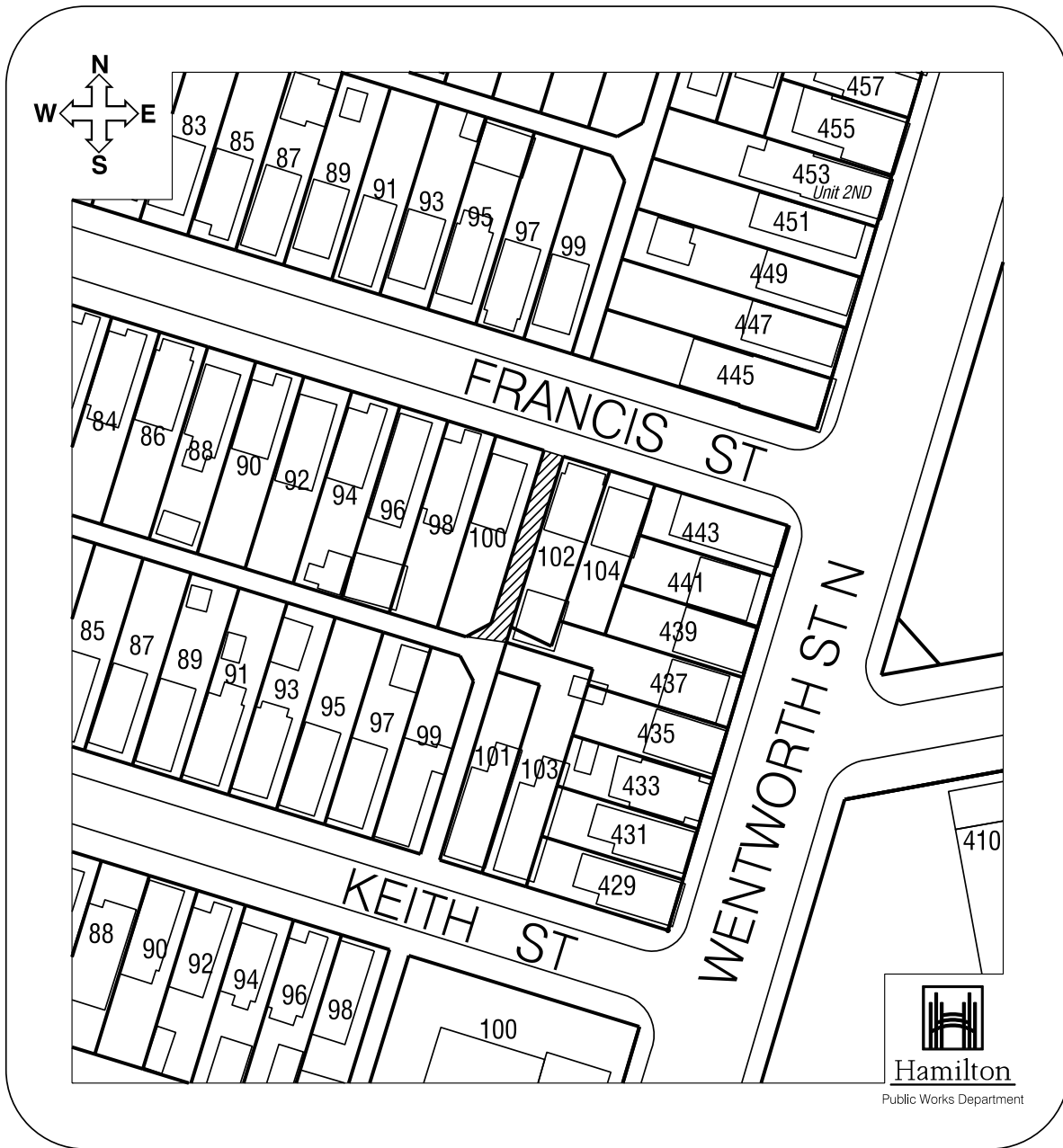


PROPOSED CLOSURE OF PORTION OF UNASSUMED  
ALLEY AT 102 FRANCIS STREET

Geomatics & Corridor Management Section  
Public Works Department

LEGEND

 Lands to be Closed



**LOCATION PLAN**

PROPOSED CLOSURE OF  
 UNASSUMED ALLEY AT

**102 FRANCIS STREET**

CITY OF HAMILTON  
 PUBLIC WORKS DEPARTMENT

**LEGEND**



**SUBJECT LANDS**

DATE: July 11, 2017

Not to Scale

REFERENCE FILE NO : PW17\_





**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**

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

#### **Built Environment and Infrastructure**

*Hamilton is supported by state of the art infrastructure, transportation options, buildings and public spaces that create a dynamic City.*

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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: March 19, 2018

**MOVED BY MAYOR F. EISENBERGER.....**

**MOVED BY COUNCILLOR.....**

### **Future Procurement of Electric Buses**

WHEREAS, the City of Hamilton’s mission is to provide high quality, cost conscious public services that contribute to a healthy, safe and prosperous community in a sustainable manner, and;

WHEREAS, the City of Hamilton’s priority of “*Clean and Green*” supports that Hamilton is environmentally sustainable with a healthy balance of natural and urban spaces, and;

WHEREAS, the City of Hamilton’s priority of “*Built Environment and Infrastructure*” is supported by state of the art infrastructure, transportation options, buildings and public spaces that create a dynamic city, and;

WHEREAS, the potential benefits of electric buses include: reduced greenhouse gas (GHG) emissions; improved customer and bus operator experience by reducing ambient noise, exhaust odours, vibration as well as creating smooth acceleration; operating savings as a result of less maintenance due to the lack of engine, transmission, intake exhaust or cooling system, and;

WHREAS, electric buses are supportive of the development of renewable resources which support the City of Hamilton’s priorities, and;

WHEREAS, currently there are two types of electric bus technologies available in the market, being an on-route charging system and an off route charging system, and there is no clear industry preference for either charging system,

**THEREFORE BE IT RESOLVED:**

That staff be directed to investigate, and possibly test, electric buses in preparation for future procurement, and report back to the Public Works Committee.

# CITY OF HAMILTON

## MOTION

**Public Works Committee  
Date: March 19, 2018**

**MOVED BY COUNCILLOR .....**

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

### **Hamilton Cycling Committee Membership**

Whereas, the Hamilton Cycling Committee is having challenges in obtaining quorum for their meetings; and,

Whereas, without quorum the Hamilton Cycling Committee cannot receive the resignations that have been submitted; and,

Whereas, without quorum the Hamilton Cycling Committee cannot recommend the removal of another individual who has not provided a letter of resignation nor explained the reasons for their absence,

THEREFORE BE IT RESOLVED:

- (a) That the notification of resignation from Trevor Jenkins and Alex Brodka from the Hamilton Cycling Committee, be received, and;
- (b) That Jason Copple be removed from the Hamilton Cycling Committee due to the fact that he has missed more than three meetings without an explanation for his absences; and,
- (c) That the membership number of the Hamilton Cycling Committee be adjusted accordingly in order to obtain quorum.

# CITY OF HAMILTON

## MOTION

Public Works Committee: March 19, 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) Road Surface Treatment Reserve - \$600,000
  - (ii) Hunter Street and Walnut Street Barrier Planter - \$1475.78
  - (iii) George Street Pedestrian Mall, Street and Pedestrian Projects- \$27,000
  - (iv) Laneway/Alleyway 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) - \$50,000
  - (vii) Security Infrastructure at 155 Park Street (CityHousing Hamilton) - \$3,300
  - (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) Corktown Affordable Housing Partnership (Corktown Co-ops Phase 2) - \$42,000 (as outlined in Appendix B)
  - (xi) James North Art Crawl sidewalk safety measures for summer 2018 - \$60,000
  - (xii) John Street Bike Lane - \$60,000
  - (xiii) Bennetto School Playground Partnership with HWDSB - \$150,000
  - (xiv) Durand Park Accessible Washroom - \$253,000
- (b) That the Mayor and City Clerk be authorized and directed to execute any required agreement(s) and ancillary documents, with such terms and conditions in a form satisfactory to the City Solicitor.

## **Appendix A to Item 9.3**

### **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 9.3

### **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.