PUBLIC WORKS COMMITTEE
REPORT 19-005
AS AMENDED BY COUNCIL ON APRIL 10, 2019

9:30 a.m.
Monday, April 1, 2019
Council Chambers
Hamilton City Hall
71 Main Street West

Present: Councillors L. Ferguson (Chair), J.P. Danko (Vice-Chair), C. Collins, J. Farr, S. Merulla, N. Nann, E. Pauls, M. Pearson, A. VanderBeek, and T. Whitehead

Absent with Regrets: Councillor T. Jackson – Personal

Also Present: Councillor M. Wilson

THE PUBLIC WORKS COMMITTEE PRESENTS REPORT 19-005 AND RESPECTFULLY RECOMMENDS:

1. On-Street Parking and Bicycle Lanes (PED19074) (Ward 2) (Outstanding Business List Item) (Item 7.4)

That Report PED19074, respecting On-Street Parking and Bicycle Lanes, be received.

2. Intersection Control List (PW19001(a)) (Wards 3, 6, 9, 11, 12, and 15) (Item 7.5)

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			
Section "A" Ancaster							
(a)	Regan Drive	Klein Circle (West Intersection)	NC	WB	A	Plan of New Subdivision	12
(b)	Regan Drive	Klein Circle (East Intersection)	NC	NB/SB	A	Plan of New Subdivision	12
(c)	Regan Drive	Springbrook Avenue	NC	EB	A	Plan of New Subdivision	12
Section "C" Flamborough							
(d)	Riley Street	Premier Road	All	WB	A	Cancelled all-way stop control (never installed) – Councillor approved	15
Section "D" Glanbrook							
(e)	Twenty Road East	Ambitious Court	NC	NB	B	Plan of New Subdivision	11
Section "E" Hamilton							
(f)	Elm Street	Balsam Avenue South	NC	WB	A	Housekeeping – missing t-type stop sign	3
(g)	Dianne Court	Palmer Road	NC	EB	A	Housekeeping – missing t-type stop sign	6
(h)	Rosanne Crescent	Palmer Road	NC	EB	A	Housekeeping – missing t-type stop sign	6
(i)	Bellagio Avenue	Terryberry Road	NC	EB	A	Plan of New Subdivision	9
(j)	Bethune Avenue	Dalgleish Trail	NC	EB	A	Plan of New Subdivision	9
(k)	Bethune Avenue	Rockledge Drive	NC	WB	A	Plan of New Subdivision	9
(l)	Dolomiti Court	Dalgleish Trail	NC	EB	A	Plan of New Subdivision	9
(m)	Cittadella Boulevard	Dalgleish Trail	NC	EB	A	Plan of New Subdivision	9
(n)	Piazzetta Avenue	Bethune Avenue	NC	NB	A	Plan of New Subdivision	9
(o)	Piazzetta	Cittadella	NC	NB/SB	A	Plan of New	9

Intersection			Stop Control Direction		Class	Comments / Petition	Ward
Street 1		Street 2	Existing	Requested			
	Avenue	Boulevard				Subdivision	
(p)	Piazzetta Avenue	Dolomiti Court	NC	SB	A	Plan of New Subdivision	9
(q)	Rockledge Drive	Dalgleish Trail	NC	NB	A	Plan of New Subdivision	9
(r)	Rockledge Drive	Cittadella Boulevard	NC	SB	A	Plan of New Subdivision	9
(s)	Terryberry Road	Dalgleish Trail	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

3. Sewer Use By-law Proposed Amendments Report (PW19029) (City Wide) (Item 7.6)

That Report PW19029, respecting Sewer Use By-law Proposed Amendments Report, be received.

4. Truck Route Sub-Committee Report 19-001 - March 26, 2019 (Added Item 7.7)

(a) Appointment of Chair and Vice-Chair (Item 1.1)

(i) That Councillor J. Farr be appointed as Chair of the Truck Route Sub-Committee for the 2018-2022 term; and,

(ii) That Councillor N. Nann be appointed as Vice-Chair of the Truck Route Sub-Committee for the 2018-2022 term.

(b) Truck Route Master Plan Review: Terms of Reference (PED19073) (City Wide) (Item 9.1)

(a) That Report PED19073, dated March 26, 2019, respecting Truck Route Master Plan Study Review, be received;

(b) That Appendix “A” attached to Public Works Committee Report 19-005, respecting (Terms of Reference for Truck Route Master Plan Review), be amended to be subject to additional opportunities for civic engagement, public meetings, Truck Route Sub-Committee meetings, mainstream and social media opportunities and any

other aspect that staff would feel is beneficial and be further amended as follows:

(i) That the terms of reference for the Truck Route Master Plan review be revised to include reference to the City of Hamilton's vision statement and the goal of Vision Zero;

(ii) That the City's vision statement – to be the best place to raise a child and age successfully – and the goal of Vision Zero be set out at the start of the terms of reference; and,

(iii) That the City's vision statement and Vision Zero action plan guide the objectives and principles of the Truck Route Master Plan;

(c) That $100,000 from the Red Light Camera Reserve (Account #112203) be dedicated toward enhancing the current Terms of Reference for the Truck Route Master Plan Review Budget, and that the additional budget primarily be directed at enhanced public engagement to help inform the final report back to the Truck Route Sub-Committee.

5. Public Planning Results for 2018 Plan Local Initiative Resulting in Ward 2 Area Rating Funded Projects (Ward 2) (Item 11.1) (REVISED)

(a) (Central, Durand and Stinson Neighbourhood) That $400 for a total of 13 metal containers, at $30 per metal container be funded from the Ward 2 Area Rating Special Capital Reinvestment Reserve No. 108052, and that $18,930 be included in the Public Works Department 2020 base operating budget submission for the ongoing maintenance of the waste containers;

(b) (Central Neighbourhood 15, Corktown Neighbourhood 1, Durand Neighbourhood 7, Stinson Neighbourhood 3) That $39,000 for public bench seating (the installation of 32 standard bench seating), be funded from the Ward 2 Area Rating Special Capital Reinvestment Reserve No. 108052;

(c) (Stinson Neighbourhood) That $149,850 for Graffiti removal and curbing by Mural(s) Under Claremont Access to act as a "gateway", as Wards 2 and 3 meet at the Access, be funded from the Ward 2 Area Rating Special Capital Reinvestment Reserve No. 108052;

(d) (Beasley Neighbourhood) That $75,000 for Graffiti Removal/Prevention at Ferguson Station and a public art mural at 250 King St. E. be funded from the Ward 2 Area Rating Special Capital Reinvestment Reserve No. 108052; and that the International Village BIA be authorized to facilitate these initiatives;

(e) (Beasley Neighbourhood) That $9,000 for Planters for the Cannon Bike Track be funded from the Ward 2 Area Rating Special Capital Reinvestment Reserve No. 108052, and that $2,980 be included in the Public Works Department 2020 base operating budget submission for the ongoing maintenance of the planters;

(f) (Beasley and Central Neighbourhood) That funding in the amount of $75,000 for trees be funded from the Ward 2 Area Rating Special Capital Reinvestment Reserve No. 108052 (15k for Central, 54k for Beasley), and that $990 be included in the Public Works Department 2020 base operating budget submission for the ongoing maintenance of the street trees;

(g) (Corktown Neighbourhood) That $60,000 for playground equipment for Corktown Park & Shamrock park be funded from the Ward 2 Area Rating Special Capital Reinvestment Reserve No. 108052;

(h) (Central, Corktown and Durand Neighbourhood) That $105,000 for installation of a solar lighting be funded from the Ward 2 Area Rating Special Capital Reinvestment Reserve No. 108052; (Central 5, Corktown 1 and Durand 1);

(i) (Corktown Neighbourhood) That $75,000 for Bike path at Shamrock Park 120m long multi-use path beside the existing sidewalk so cyclists can ride from existing Ferguson bike lanes to the tunnel – to Young St., be funded from the Ward 2 Area Rating Special Capital Reinvestment Reserve No. 108052;

(j) (Durand Neighbourhood) That $15,000 for installation of completion of the Durand heritage neighbourhood street signage be funded from the Ward 2 Area Rating Special Capital Reinvestment Reserve No. 108052;

(k) (Central Neighbourhood) That $6000 for 15 Hanging Baskets be funded from the Ward 2 Area Rating Special Capital Reinvestment Reserve No. 108052, and that $3,100 be included in the Public Works Department 2020 base operating budget submission for the ongoing maintenance of the hanging baskets;

(l) (North End Neighbourhood) That $100,000 for bathroom upgrades at Eastwood Park be funded from the Ward 2 Area Rating Special Capital Reinvestment Reserve No. 108052;

(m) (North End Neighbourhood) That $56,000 for playground equipment for Eastwood Park be funded from the Ward 2 Area Rating Special Capital Reinvestment Reserve No. 108052;

(n) (Central Neighbourhood) That 12,600 for planters be funded from the Ward 2 Area Rating Special Capital Reinvestment Reserve No. 108052 and that

$3,900 be included in the Public Works Department 2020 base operating budget submission for the ongoing maintenance of the planters; and,

(o) 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.

6. Implementation of Alternate Concept Design for Concrete Planters on James St. S. Between Duke St. and Bold St. (Ward 2) (Item 11.2)

WHEREAS, the recent installation of concrete planters to act as required pedestrian safety measures on the west side of James Street South between Duke Street and Bold Street requires adequate modification as a result of input by local businesses stating that the current configuration greatly limits visibility of their businesses; and,

WHEREAS, an alternate concept design requires the removal of some planters and replacement with an enhanced railing and some permanent seating has been approved by local business and residents following consultation respecting what a modification should entail;

THEREFORE, BE IT RESOLVED:

(a) That Public Works implement the alternate concept design attached as Appendix “B” to Public Works Committee Report 19-005 and, in keeping with City standards, be funded from the Ward 2 Area Rating Special Capital Reserve No. 108052 up to $100,000; and,

(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.

7. Sidewalk Repairs and Rolled Curb Replacements (Ward 5) (Item 11.3)

(a) That $160,000 be allocated to sidewalk repairs and rolled curb replacements in Ward 5, and that the capital works be funded by utilizing the Ward 5 – 2019 Area Rating Reserve (#108055); and,

(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.

8. Area Rating Special Capital Re-Investment Reserve Funded Projects (Ward 4) (Item 11.4)

WHEREAS, Tragina Avenue, within Ward 4 is in need of rehabilitation to extend the life of the roadway and therefore improving service levels and reducing maintenance costs; and,

WHEREAS, Melvin Avenue, within Ward 4 is in need of rehabilitation to extend the life of the roadway in addition to improved cycling facilities as defined through the City of Hamilton Transportation Master Plan and therefore increasing service levels and reducing maintenance costs;

THEREFORE, BE IT RESOLVED:

(a) That Tragina Avenue, from Normandy Road to Main Street East, at an estimated cost of $300,000, be rehabilitated using asset preservation practices, with the work to include the rehabilitation of the existing asphalt with repaving, along with concrete repairs;

(b) That Melvin Avenue, from Shelby Avenue to Woodward Avenue, at an estimated cost of $1,030,000, be rehabilitated using asset preservation practices, with the work to include the rehabilitation of the existing asphalt with repaving, along with concrete repairs;

(c) That ***$1,330,000*** from Reserve #108054 – Ward 4 Area Rating Special Capital Reinvestment Reserve – be utilized to fund the road rehabilitation design using asset preservation practices for the roadways noted above;

(d) That cycling facilities be coordinated with the resurfacing of Melvin Avenue from Walter Avenue to Woodward Avenue as identified within the Transportation Master Plan as identified and funded within the 2019 Capital Budget submission;

(e) That the General Manager of Public Works be authorized to prepare design and tender documents as required for the above-noted works; and,

(f) 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.

That Item (g)(i) be Lifted from the Information Section and added as Item 9 to Public Works Report 19-005.

9. Giovanni Puzzo, respecting Item 7.4 – On-Street Parking and Bicycle Lanes (PED19074) (Added Item 8.3)

That the following recommendations be withdrawn:

(a) That Staff report back to the Public Works Committee on the hybrid solution suggested by the resident (Mr. Giovanni Puzzo) to provide for off-peak short-term parking on Bay Street North between Barton Street West and Stuart Street, and which may feature a sharrow approach versus delineated lanes; and,

(b) That Public Works Committee Staff engage with the Hamilton Cycling Committee on the hybrid solution to provide for off-peak short-term parking on Bay Street North between Barton Street West and Stuart Street and invite Mr. Giovanni Puzzo to the meeting to inform the report back to the Public Works Committee.

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 2)

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

1. COMMUNICATIONS (Item 5)

5.1 Correspondence respecting the Truck Route Master Plan Study:

(a) Chelsea Cox and Thea Jones, Hamilton Bike Share
(b) Chris Saunders
(c) Laurie Brady
(d) Dave Wells

Recommendation: Be received and referred to the consideration of Added Item 7.7 - Truck Route Sub-Committee Report 19-001 - March 26, 2019.

2. DELEGATION REQUESTS (Item 6)

6.1 Giovanni Puzzo, respecting Item 7.4 - On-Street Parking and Bicycle Lanes (PED19074) (for today's meeting)

3. CONSENT ITEMS (Item 7)

7.7 Truck Route Sub-Committee Report 19-001 - March 26, 2019

4. PUBLIC HEARINGS / DELEGATIONS (Item 8)

8.2 Anne Pearson and Gail Rappolt, United Nations Association in Canada Hamilton Branch and Culture of Peace Hamilton, respecting April 25th Peace Luncheon With a Focus on the Reduction of Plastic Use (Approved by the Public Works Committee on March 18, 2019 and will be heard on April 29, 2019 as per the delegate's request)

5. MOTIONS (Item 11)

11.1 Public Planning Results for 2018 Plan Local Initiative Resulting in Ward 2 Area Rating Funded Projects (Ward 2) *(REVISED)*

The agenda for the April 1, 2019 Public Works Committee meeting was approved, as amended.

(b) DECLARATIONS OF INTEREST (Item 3)

There were no declarations of interest.

(c) APPROVAL OF MINUTES OF THE PREVIOUS MEETING (Item 4)

(i) March 18, 2019 (Item 4.1)

The Minutes of the March 18, 2019 meeting of the Public Works Committee were approved, as presented.

(d) COMMUNICATIONS (Item 5)

(i) Correspondence respecting the Truck Route Master Plan Study: (Added Item 5.1)

(a) Chelsea Cox and Thea Jones, Hamilton Bike Share
(b) Chris Saunders
(c) Laurie Brady
(d) Dave Wells

The correspondence, respecting the Truck Route Master Plan Study, was received and referred to the consideration of Item 7.7 - Truck Route Sub-Committee Report 19-001 - March 26, 2019.

(e) DELEGATION REQUESTS (Item 6)

(i) Giovanni Puzzo, respecting Item 7.4 - On-Street Parking and Bicycle Lanes (PED19074) (For today's meeting) (Added Item 6.1)

The delegation request, submitted by Giovanni Puzzo, respecting Item 7.4 - On-Street Parking and Bicycle Lanes (PED19074), was approved for today's meeting.

(f) CONSENT ITEMS (Item 7)

(i) Hamilton Cycling Committee Minutes - October 3, 2018 (Item 7.1)

The Minutes of the October 3, 2018 meeting of the Hamilton Cycling Committee were received.

(ii) Hamilton Cycling Committee Minutes – November 7, 2018 (Item 7.2)

The Minutes of the November 7, 2018 meeting of the Hamilton Cycling Committee were received.

(iii) Bollard Installation along Herkimer St. and Motor Vehicle Turning Restriction at the Intersection of Herkimer St. and Queen St. S. (Wards 1 and 2) (Hamilton Cycling Committee - Citizen Committee Report) (Item 7.3)

That the Hamilton Cycling Committee - Citizen Committee Report respecting Bollard Installation along Herkimer St. and Motor Vehicle Turning Restriction at the Intersection of Herkimer St. and Queen St. S. be received, and referred to staff for a report back to the Public Works Committee in six months.

Added Item 8.3, the delegation request, submitted by Giovanni Puzzo, respecting Item 7.4 - On-Street Parking and Bicycle Lanes (PED19074), was moved up in the agenda to be heard at this time.

(g) PUBLIC HEARINGS/DELEGATIONS (Item 8)

(i) Giovanni Puzzo, respecting Item 7.4 - On-Street Parking and Bicycle Lanes (PED19074) (Added Item 8.3)

Giovanni Puzzo, addressed the Committee respecting Item 7.4 - On-Street Parking and Bicycle Lanes (PED19074).

The delegation from Giovanni Puzzo, respecting Item 7.4 - On-Street Parking and Bicycle Lanes (PED19074), was received.

WHEREAS, property owner, Mr. Giovanni Puzzo, has suggested to the Public Works Committee a hybrid solution respecting the loss of on-street parking on Bay Street North between Barton Street West and Stuart Street; and,

WHEREAS, since the bike lanes have been installed, the property owner (Mr. Giovanni Puzzo) has shared that he has difficulty accessing his property for maintenance, etc.;

THEREFORE, BE IT RESOLVED:

(a) That Staff report back to the Public Works Committee on the hybrid solution suggested by the resident (Mr. Giovanni Puzzo) to provide for off-peak short-term parking on Bay Street North between Barton Street West and Stuart Street, and which may feature a sharrow approach versus delineated lanes; and,

(b) That Public Works Committee Staff engage with the Hamilton Cycling Committee on the hybrid solution to provide for off-peak short-term parking on Bay Street North between Barton Street West and Stuart Street and invite Mr. Giovanni Puzzo to the meeting to inform the report back to the Public Works Committee.

For disposition of this matter, refer to Item 1 ***and Item 9***.

(h) CONSENT ITEMS (Item 7) – CONTINUED

(i) Truck Route Sub-Committee Report 19-001 - March 26, 2019 (Added Item 7.7)

That Item 2 of the Truck Route Sub-Committee Report 19-001, be further amended by amending subsection (b), to read as follows:

WHEREAS, the City of Hamilton will be undertaking a review of its truck routes in years 2019-2020;

WHEREAS, a Truck Route Sub-Committee has been formed to oversee this review;

WHEREAS, the Truck Route Sub-Committee is in receipt of terms of reference to guide the work of a consultant in the review and assessment of the 2010 Truck Route Master Plan (TRMP);

WHEREAS, the consultant will recommend policies and strategies for managing the movement of trucks in Hamilton;

WHEREAS, the city of Hamilton's vision statement best reflects the kind of city Hamiltonians want to aspire to become over the next 10-years;

WHEREAS, the city of Hamilton has recently approved an action plan to guide its goal of realizing zero fatalities on its streets and roads with the goal of Vision Zero; and,

WHEREAS, the terms of reference should lead with reference to the city's vision statement and commitment to Vision Zero so that they may be included in the consultant's scope of work and assessment framework;

2. Truck Route Master Plan Review: Terms of Reference (PED19073) (City Wide) (Item 9.1)

(a) That Report PED19073, dated March 26, 2019, respecting Truck Route Master Plan Study Review, be received;

(b) That Appendix "A" attached to Truck Route Sub-Committee Report 19-001, respecting (Terms of Reference for Truck Route Master Plan Review), be amended to be subject to additional opportunities for civic engagement, public meetings, Truck Route Sub-Committee meetings, mainstream and social media opportunities and any other aspect that staff would feel is beneficial~~;~~ and~~,~~ ***be further amended as follows:***

(i) That the terms of reference for the Truck Route Master Plan review be revised to include reference to the City of Hamilton's vision statement and the goal of Vision Zero;

(ii) That the City's vision statement – to be the best place to raise a child and age successfully – and the goal of Vision Zero be set out at the start of the terms of reference; and,

(iii) That the City's vision statement and Vision Zero action plan guide the objectives and principles of the Truck Route Master Plan;

(c) That $100,000 from the Red Light Camera Reserve (Account #112203) be dedicated toward enhancing the current Terms of Reference for the Truck Route Master Plan Review Budget, and that the additional budget primarily be directed at enhanced public engagement to help inform the final report back to the Truck Route Sub-Committee.

For disposition of this matter, refer to Item 4.

(i) PUBLIC HEARINGS/DELEGATIONS (Item 8) – CONTINUED

(i) Peter Burroughs, respecting South Service Rd. Between Belgraden Ave. and Dewitt Rd. Being a Dangerous Road without Proper Signage (Approved by the Public Works Committee on Feb. 22, 2019) (Item 8.1)

Peter Burroughs, addressed the Committee respecting South Service Rd. Between Belgraden Ave. and Dewitt Rd. Being a Dangerous Road without Proper Signage, with the aid of a presentation.

The presentation from Peter Burroughs, respecting South Service Rd. Between Belgraden Ave. and Dewitt Rd. Being a Dangerous Road without Proper Signage, was received.

A copy of the presentation is available on the City's website at www.hamilton.ca or through the Office of the City Clerk.

(j) GENERAL INFORMATION / OTHER BUSINESS (Item 13)

(i) Amendments to the Outstanding Business List (Item 13.1)

The following amendments to the Public Works Committee's Outstanding Business List, were approved:

(a) Items to be referred:

(i) Feasibility of a Lead Pipe Watermain Replacement Grant Program for Residents
Item on OBL: Y
To be referred to the Audit, Finance and Administration Committee, pursuant to the mandate of the Committee (Grants).

(b) Items to be removed:

(i) On Street Parking and Bike Lanes
Addressed as Item 7.3 on today's agenda – Report PED19074
Item on OBL: X

(c) Items requiring a new due date:

(i) Full Review of Aberdeen Ave. from Queen to Longwood
Item on OBL: B
Current Due Date: April 15, 2019
Proposed New Due Date: May 13, 2019

(ii) Annual Clean and Green Strategy Progress Update
Item on OBL: H
Current Due Date: September 16, 2019
Proposed New Due Date: June 17, 2019

(iii) PRESTO Operating Agreement
Item on OBL: N
Current Due Date: April 15, 2019
Proposed New Due Date: April 29, 2019

(iv) Emergency Shoreline Protection Works
Item on OBL: R
Current Due Date: July 10, 2019
Proposed New Due Date: September 30, 2019

(v) Red Hill Valley Project Integrated Environmental Monitoring Program
Item on OBL: Z
Current Due Date: April 15, 2019
Proposed New Due Date: September 30, 2019

(vi) Tiger Tail Stop Signs
Item on OBL: AH
Current Due Date: July 10, 2019
Proposed New Due Date: June 17, 2019

(ii) Close of the Public Tender for Prequalified General Contractor Required for Secondary Plant Upgrades, New Tertiary Treatment Facility, New Chlorine Contact Tank and Modifications to Red Hill Creek Located at the Woodward Avenue Wastewater Treatment Plant - UPDATE (C13-71-18) (Added Item 13.2)

Andrew Grice, Director, Hamilton Water, informed Committee that this is the third and final tender associated with the Woodward Avenue Wastewater Treatment Plant upgrades and a step towards delisting Hamilton Harbour as an Area of Concern.

(k) ADJOURNMENT (Item 15)

There being no further business, the Public Works Committee be adjourned at 11:26 a.m.

Respectfully submitted,

Councillor L. Ferguson
Chair, Public Works Committee

Alicia Davenport
Legislative Coordinator
Office of the City Clerk

Consulting Services for:

Hamilton Truck Route Master Plan Study Review

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TERMS OF REFERENCE

Hamilton Truck Route Study Review

Preamble

The Truck Route Master Plan Study update shall be undertaken and guided using vision, objectives and principals established in Hamilton's (2016-2025) Strategic Plan and the 2018 City-wide Transportation Master Plan (TMP), which is inclusive of Complete-Livable-Better Streets and Vision Zero policies. The plan shall be developed with the priorities and desired outcomes established within these plans.
Hamilton's (2016-2015) Strategic Plan guides how the City approaches all of it's activities.
The Plan's vision is:
"**To be the best place to raise a child and age successfully**"

The TMP's vision is to:
"Provide a comprehensive and attainable transportation blueprint for Hamilton as a whole that balances all modes of transportation to become a healthier city."

1.0 INTRODUCTION

The City of Hamilton is seeking a proposal to provide professional consulting services to review and update the 2010 Council approved Hamilton Truck Route Master Plan Study (TRMP), the objectives and guiding principles, related policies, and implementation strategies, aligned with the City's Strategic Plan vision. The study area is identified in **Figures 1** and **2.** Though we do not anticipate any new road infrastructure projects to be recommended, the study should follow Phases 1 and 2 of the Municipal Class Environmental Assessment process (October 2000, as amended in 2007, 2011 and 2015).

The TRMP is a strategic document that addresses City-Wide goods movement via truck routes, their related issues, conditions, and opportunities. This document is a key component of the Council approved City-Wide Transportation Master Plan (TMP) and supports the 2016-2020 Economic Development Action Plan. The TRMP provides guidance that balances the needs of goods movement and trucking industry with added emphasis on minimizing the adverse impacts of heavy vehicles on the interest of the greater community (e.g. public health, quality of life etc.).

The TRMP Study update, aligned with the City's vision should develop strategies to minimize the adverse impacts of heavy vehicles over the air quality, health and the quality of life of citizens, in addition to improving the multimodal level of service and transportation safety to achieve the objectives of the Vision Zero policy.

The objective of this review is to determine whether the existing truck route network can support the current and future needs of local, regional and global goods movement, considering the location of Hamilton in the Greater Toronto and Hamilton Area (GTHA) and as the North American Gateway for goods movement. Additionally, to develop a safe, reliable, economically efficient, and environmentally sustainable goods movement network that provides a direct connection between goods-generating land uses, the major multi-

modal transportation system and inter-modal terminals, and ensures robust connectivity with the regional and global networks.

The TRMP update should address the following as a minimum, but not limited to:

- Enhance the vision statement for the City's goods movement
- Update or renew the objectives and principles of the TRMP, along with technical justifications, in order to achieve the set goals for the truck route network
- Update the criteria for selecting routes to be included in the truck route network and revise the truck route mapping compatible with the City's GIS system, including system pinch points, which may be restrictive to certain design vehicles (e.g. overhead clearances)
- Review and update of the information that should be contained in the City's by-law to support the truck route network and update of relevant by-law schedules
- A review of specific Truck-related problem location and identify a toolbox of solutions (e.g. communications/education programs)
- Identify monitoring and enforcement strategies
- Investigate best practices relating to routes for heavy trucks versus other types of trucks and other truck distinctions
- Update operational policies such as signing methodology, with respect to the newly adopted hybrid-truck route signing approach
- A review of boundary roads and connecting links to the regional truck route networks
- Examines the integration of goods movement into Complete-Livable-Better streets, along with technical justifications, including geometric design considerations
- Impacts of Climate Change and need to expand seasonal load restrictions
- Develop truck route related policies and recommend implementation strategies

https://www.hamilton.ca/streets-transportation/driving-traffic/hamiltons-truck-route-network

Figure 1: 2017 Truck Route Map

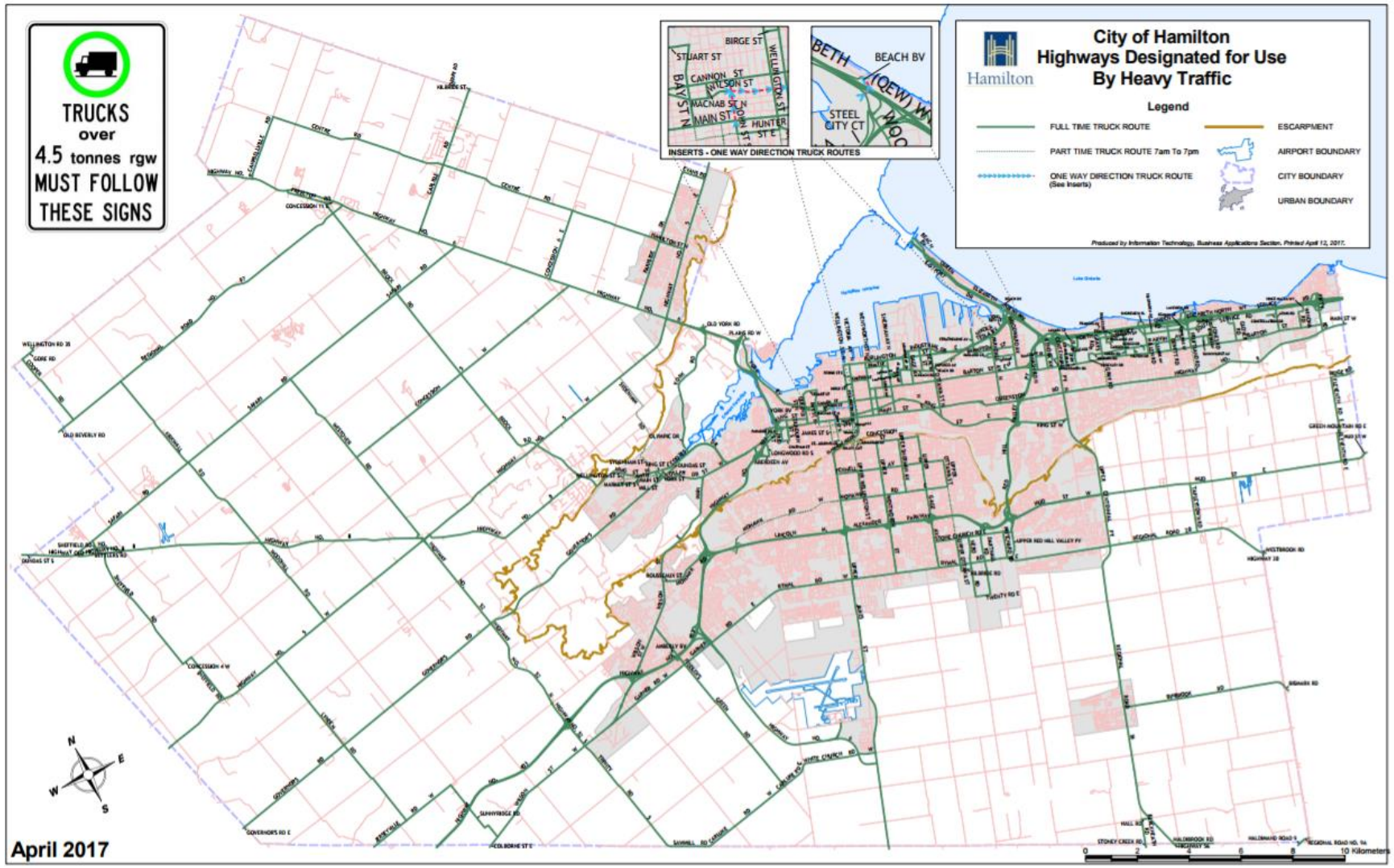
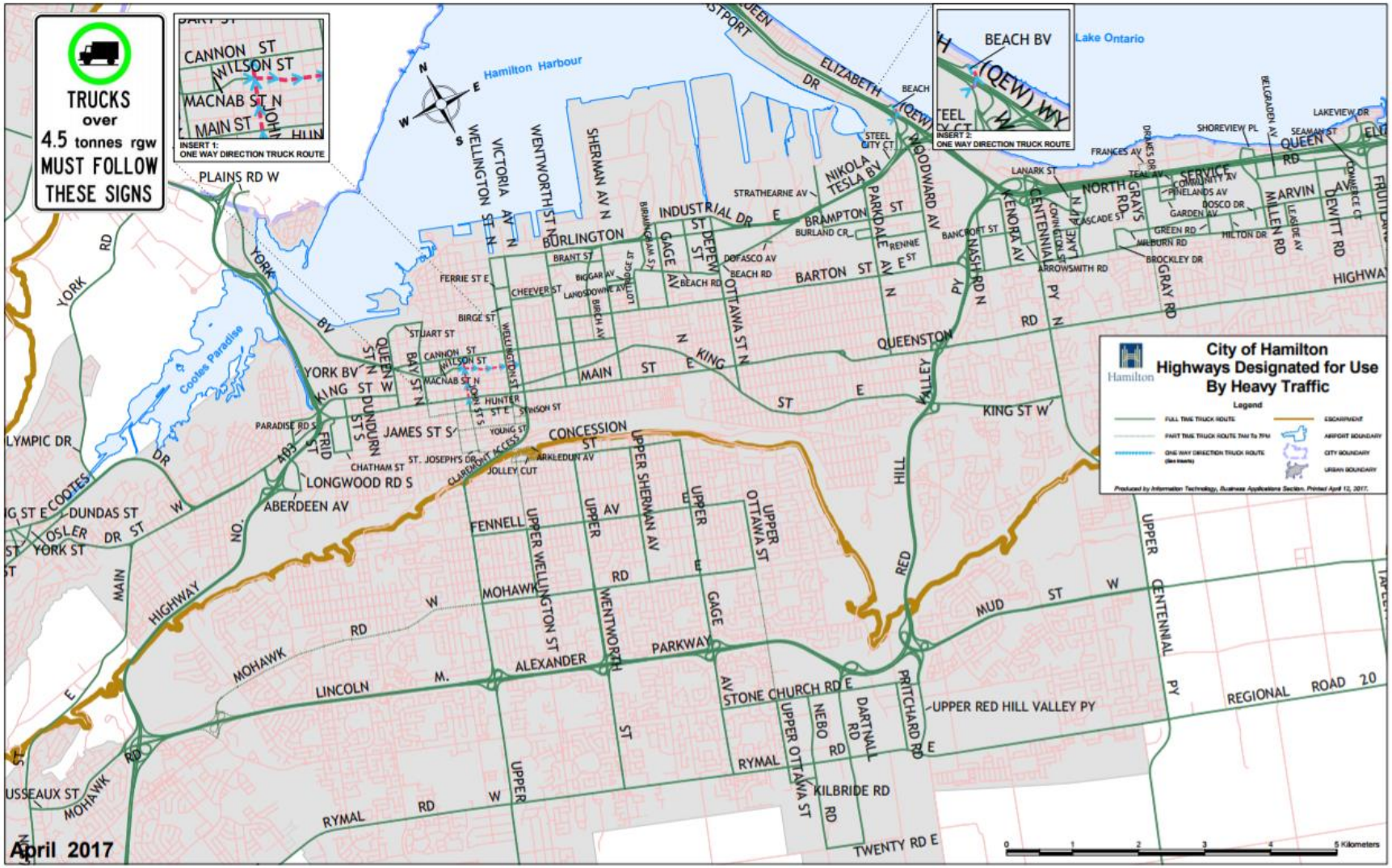


Figure 2: 2017 Truck Route Map (Urban)



2.0 PURPOSE, GOALS, OBJECTIVES & GUIDING PRINCIPLES

2.1 Purpose and goal of TRMP study update

- To update the 2010 Hamilton Truck Route Master Plan Study, the truck route network map, policies, and implementation strategies that can assist the city in managing the truck route network, for the next five to ten years. The overall goal of the study is to suppport the City's strategic and transportation plans to support the City's vision and priorities including healthy and safety communities and economic prosperity. This can be achieved through maximizing the efficiency of goods movement and minimizing the impacts of heavy vehicles on the community (including sensitive land uses).

2.2 Objectives and Guiding Principles of the TRMP update

The primary objective of this TRMP study update is to evaluate the objectives and principles identified in the 2010 study and illustrated in Table 1. This study will determine whether updated or new objectives and principles are required.

Key considerations for an updated set of objectives include:

- Hamilton's growing role as a regional intermodal transportation centre within the GTHA-Windsor-Sarnia Trade Corridor, Canada's Innovation corridor, and the Ontario-Quebec Continental Gateway Trade Corridor;
- Need to examine and address the impacts of freight transport vehicles on climate, public and environmental health, road user's safety, local and regional economy, and sensitive land uses
- Integration of goods movement in multimodal transportation systems and Complete-Livable-Better (CLB) streets;
- Embrace the community and support local prosperity by striving toward a safe, and reliable road network and make roadways throughout the City of Hamilton the safest by addressing safety holistically for all road users, including vulnerable road users such as seniors and children;
- Need to address bottlenecks to ensure adequate multimodal levels of service, as the city's employment and population grows;
- Providing connectivity with other regions in the south-central Ontario and into the United States including how bottlenecks beyond the City's boundaries influence goods movement;
- Emerging technologies and trends in manufacturing, freight and transportation industries that will likely have a considerable impact on the future of goods movement in Hamilton;
- Approaches to optimize existing infrastructure and capacity, and minimize adverse economic, social, and environmental impacts caused by goods movement;

Table 1: 2010 Truck Route Study Objectives and Principles

Objectives	Principles
• Identify the purpose and goals of a truck route network, along with technical justification, in order to achieve the goals of the truck route systems; • Set the basic criteria for selecting routes to be included in such a network; and a review of the overall system structure, specific truck-related problem areas, and boundary roads; • Follow the Phases 1 and 2 of Municipal Class EA process dealing with transportation system problems or opportunities, and alternatives planning strategies respectively; • Summarize the information that should be contained in the City's by-law (Traffic By-Law No. 01-205) to support the truck route network, and; the by-law and by-law schedules to provide a new comprehensive by-law; • Develop operational specifics such as signing methodology, including engine brake noise issues; and • Revise truck route mapping to be compatible with the City's GIS system	• Balancing Social, environmental, and economic factors; • Consistent and transparent decision–making • Minimizing the demand for enforcement; • Minimizing dead ends in the network; • Transferring of truck traffic to higher quality facilities; and • Matching relationship of trucks to road category and roadway configuration

3.0 BACKGROUND

The 2010 Council approved TRMP was developed as a key component of the 2007 TMP as part of the GRIDS process. The TRMP is utilized to manage the truck route network and contribute to achieve City's economic prosperity and improve quality of life.

The development of the Hamilton 2010 TRMP study was consistent with directions taken in the 2008 Metrolinx release of "*The Big Move*", an integrated multi-modal Regional Transportation Plan (RTP) for the GTHA. Subsequent to the RTP, Metrolinx undertook a GTHA Urban Freight study that fed into background reports as part of the 2018 update to the RTP. The TRMP update is an opportunity to address any policy gaps and inconsistencies between these three documents and develop strategies to move people and goods on shared infrastructures effectively.

The Council approved TMP update (2018) highlights the significance of a reliable goods movement network and freight supportive land uses over Hamilton's economic growth and prosperity. The TMP update undertook a high-level overview of goods movement policies, supporting actions, and considerations for the integration of goods movement and Complete-Livable-Better (CLB) streets. It recognized the need for updating the 2010 TRMP, the truck route network map, and a comprehensive review of the truck route network from a connectivity standpoint with other regions in south-central Ontario and beyond.

Aligned with the objectives of the TMP, the truck route network must satisfy the needs for effective transport of goods in integration with other modes of transportation and on shared infrastructure, in the short, intermediate and long term. An increase in the number of truck-related problem locations, implementation of Light Rail Transit, and embracing the CLB streets approach by the City, will need to be addressed as part of this study.

The Proponent will be required to review existing truck route network and outline the current and expected truck route-related problems as a result of an increase in trucking activities due to anticipated growth, to provide solutions and recommend supporting policies the City can contemplate to mitigate these matters.

3.1 IDENTIFIED ISSUES

Some issues and problem areas have been identified concerning truck traffic and truck route network, to review and address as part of the TRMP study:

Network Issues

- Light Rail Transit – Impact of LRT project over truck route network
- Lack of a lower Hamilton east-west truck route corridor
- Connecting Hamilton Airport Employment Growth District to Red Hill Valley Business Park
- Connecting Hamilton Aerotropolis to Hamilton Port and Intermodal Rail Terminal
- Downtown Hamilton goods delivery services – curb lane loading/unloading zone accommodation – permit small to midsize trucks at the CBD
- Off-peak delivery service
- 400 series Highway improvements

Rural Issues

- Farm equipment
- Illegal dumping
- Binbrook-Ancaster agriculture routes
- Quarry haul routes and impacts on adjacent land use such as schools
- Heavy construction vehicles/machinery haul routes

Road Safety and Environmental Issues

- Heavy vehicle integration into complete streets
- Air quality and noise pollution
- Low traffic reliability, CO2 emission and acidification Driver behaviour and increased freight vehicle kilometers traveled

- Design integration of heavy vehicles into roundabouts and other road infrastructure
- Appropriate signage of truck routes
- Public health and quality of life
- Air-brake noise and vibration
- Dust pollution mitigation
- Truck traffic speed
- Distinction between “heavy load” trucks versus other similar sized delivery trucks
- Impacts of Climate Change on reduced load roadways

Identified Truck-related problem areas

- Cannon Street – Bicycle conflict with heavy truck traffic and noise complaints at the intersection of James Street North at Cannon Street
- Bay Street North – No designated truck route due to new bike lane installation
- Carlisle Road – Concern with respect to noise, speed and deterioration of the roadbed and pavements condition due to excessive heavy truck traffic
- Victoria Street – Two-way conversion & creating General Hospital Safety Zone
- Wellington Street – Creating General Hospital Safety Zone
- Parkdale Avenue North -
- Sydenham Hill (Downbound)
- Queen Street – No-trucks
- Millen Road – No-trucks, north of South Service Road
- Gray Road- No-trucks north of South Service Road
- Wellington Street South (Dundas)- No-truck route
- Wilson Street (Ancaster) – No truck route
- Hess Street North Cannon to Barton – Violation of truck route
- Dickenson Road – Violation of truck route
- Gage Avenue – Violation of truck routes, trucks entering from King Street East
- Millgrove Side Road - Violation of truck route – No signal at concession 5 and highway 6
- York Boulevard / Wilson Street (Hamilton) – No-truck route
- Main Street – Downtown Core
- Sawmill Road – No-truck route
- Glover Road Hydro-Line to Rymal Road - Violation of truck route
- Knox Ave - Violation of truck route and deterioration of road infrastructure
- Haldibrook Road & Westbrook Road – Municipal boundary road
- Barton Street (Stoney Creek) – Lewis Road to Fifty Road (no truck route)
- Cut-through traffic in various neighbourhoods
- Barton Village Business Improvement Area – No-truck route
- Mitigation near sensitive receptors (e.g. elementary schools / day cares)

4.0 SCOPE OF CONSULTING ASSIGNMENT

The Consultant shall submit a work plan and cost estimate reflecting the above scope of work and after further review of relevant background materials and review of the study area. Upon discovery of any discrepancies or omissions through review of this TOR, the Consultant shall request clarification of the matter.

4.1 Understanding and Approach to Project

The Consultant shall demonstrate their knowledge in best practice of urban and rural multimodal transportation planning, design of an effective truck route network, application of public health and environmental principles in to transportation planning, as well as specific issues that are contributing to the need for a truck route network review in the City of Hamilton at the current time. The proponent is also expected to indicate the approach to be taken to define a strategic basis for examining the truck route network as holistic and route by route**.**

4.2 Project Team Qualification and Experiences

The Consultant shall identify the Project Manager and key staff responsible for the delivery of various tasks of this project. Resumes shall be provided for each team member not listed on the roster (maximum of two pages) to demonstrate their respective qualification and experience relevant to the scope of this project.

An organizational chart should be submitted to demonstrate the organization of the project team, their specific role, and their reporting hierarchy. The Project Manager and key staff shall demonstrate the skills and ability:

- To manage projects of similar scope, and the ability to deliver high-quality work, on time, and set budget;
- To work as a multi-disciplinary team on projects of similar scope; and
- To work effectively with a wide variety of interest groups and authorities including all levels of government, special interest groups and the members of the public

To avoid unexpected disruption in project progress due to unforeseen circumstances, the Proponent shall provide the City's Project Manager with a contingency plan for key project team members, as well as an organizational chart for this back-up plan.

4.3 Project Schedule and Reporting

- The Consultant shall provide the City with the project schedule (e.g. Gantt-Chart) highlighting the milestones, tasks and subtask with their respective timelines;
- The Consultant should comment on the critical path for this TRMP study on the basis of key project milestones completion dates, and monitor/update the project progress accordingly
- A monthly project status report shall be submitted summarizing the status of the project progress on the task contained in the study schedule, to the satisfaction of the City Project Manager

Key Milestones	**Approximate Completion Dates**
Project Award Assignment	Q2 2019
Data Collection	Coordinate with various City Departments/ Divisions, and other agencies Q2 2019
Staff (TAC) Meeting	Project Commencement - Q3 2019, and subsequent meetings with Staff prior to public and stakeholder meetings

Public Consultation/ Engagement	Q3 2019
Technical Memorandum	Q3 2019 – Vision, Problem and Opportunity Statement, and Summary of Public and Stakeholders Q&A
Develop Preferred Alternatives/ Solutions & Policy Recommendations	Q4 2019
Public Consultation/ Engagement	Q1 2020
Draft Report	Q2 2020
Final Report	Q2/Q3 2020
Council Presentation	Q3 2020
Public Review	Q3/Q4 2020 for a minimum of 30 days Public Review (if EA filing is necessary)

5.0 STUDY WORK PLAN

The Consultant will need to follow a staged process that should reflect the following stages, as a minimum:

Technical:

- Stage 1: Review of the Relevant Background Material and Problem Identification
- Stage 2: Alternative Solution and Evaluations
- Stage 3: Policy Review and Development
- Stage 4: Study Documentation

Consultation:

- On-going: Consultation/Engagement Plan and Communications Strategy

The work plan shall be presented in a logical and chronological order to ensure that all necessary steps are completed prior to moving to the subsequent stage in the study. The Consultant is expected to develop an innovative and cost-effective work plan while still satisfying the minimum requirements outlined in this document.

The public consultation/engagement is mandatory at each stage of the study, in order to keep Hamilton's citizens and the stakeholders engaged in the process, progress and recommendations as well as avenues for communication. (Allow 3 weeks publication and mail out time prior to each Public and Stakeholders Meeting/Invite)

5.1 Stage 1: Review of the Relevant Background Material and Problem Identification

The TRMP study update should account for the goods movement requirements for the anticipated population and employment growth based on the Official Plan's structure. The increased demand for transport of goods is directly linked to the population and employment growth and the changing landscape of logistics and goods distribution. Developing the truck route network for the current and future needs of transporting goods will be presented to the various stakeholders, the City of Hamilton staff, the public, and City Council for consideration. Through the investigative methodology, the developed alternatives will be refined until the preferred scenario is identified.

The Proponent should obtain and review the background material and relevant literature, along with the objectives and principles of the existing TRMP study - to be able to identify the current issues, conditions and opportunities of truck route network in Hamilton, and develop the problem and opportunity statement. The City of Hamilton will provide the proponent with the following documents:

- Applicable portions of the Traffic By-law
- The most updated version of truck route network map-2017 and reduced truckload map-2007, along with previous versions of truck route maps for 2010 and 2014
- The background information and nature of concern on areas of interest
- Hamilton Transportation Master Plan 2018 and supporting reports
- Hamilton Official Plan
- Hamilton Truck Route Master Plan 2010
- University of Toronto Study; large trucks are biggest culprits of near-road air pollution
- Hamilton Goods Movement Study Background Review report (2015)
- Hamilton Goods Movement Study Report (2005)
- Freight Transport and Health: a comprehensive investigation of planning and public participation within U.S. host communities
- Hamilton Annual Air Quality Report
- Hamilton Port Land Use Plan and supporting documents & Hamilton Airport Master Plan
- Metrolinx Regional Transportation Plan
- The Intersection TMC and Mid-block counts will be provided by the City, along with the trucks and overall collision statistics. The City-Wide 2013-2017 Collision analysis report can be retrieved through the link below: https://pub-hamilton.escribemeetings.com/filestream.ashx?DocumentId=178638
- Metrolinx's Strategic Goods Movement Network
- GTHA Urban Freight Study & Freight Supportive Guidelines by the MTO

Consultant Deliverable(s):

- Technical memorandum that summarizes the findings of Stage 1 including:
  - Vision Statement for City's Truck Route System within context of City-wide TMP and Goods Movement/ Economic Development Strategy
  - Problem and Opportunity Statement
  - Updated Goals, Objectives and Guiding Principles
  - Preferred Alternative Strategy(s)
- Prepare the Notice of Study commencement, in consultation with the City staff
- Preparation of meeting agenda, presentations, handouts, minutes etc
- Receive approval from the City of Hamilton for the Table of Content of the TRMP study update
- Adhere to the requirements of this Terms of Reference and liaise with the City's project team as required
- Assist and collaborate with the city staff in:
  - Chair the Technical Advisory Committee (TAC) meetings, the TAC will be made up of technical and professional City staff (Planning and Economic

Development, Transportation Operation, Engineering/Design, Hamilton Police, and Public Health)
- Attend and act as the moderator-facilitator at themed panel discussions relating to truck routes organized by the City
- Conduct focus group meetings
- Adjacent municipal and provincial government agencies meeting (one)
- Public Information Centres (PICs)

Staff Responsibility:

- The City will make arrangements for meetings and PIC locations and logistics.
- The City will arrange delivery of the Notice of Study Commencement to affected public agencies and advertising
- The City will be responsible for the selection process relating to any focus group and associated meeting logistics
- Monitor progress, coordinate City resources, circulate requests for information to the appropriate departments and respond to questions in a timely manner

5.3 Stage 2: Policy Review and Development

This stage consists of a comprehensive review and update of the truck route related policies and guiding literature that are developed to provide direction for managing the goods movement in Hamilton. A review and update of these policies will form a robust foundation for the development of the TRMP update.
The policy review and consideration of new policy papers should be within the social, economic, and environmental contexts. Key considerations include:

- The prioritization of truck route network improvement
  - This could include evaluation criteria as part of a transparent framework for assessing future goods movement priorities, which may include network connectivity, environmental sustainability, economic efficiency, safety, community impact, integration with CLB streets, cost and constructability

Consultant Deliverable(s):

- Technical memorandum that summarizes the findings of Stage 2 that will include:
  - Development of policy for goods vehicle access and curbside loading/unloading zones in urban areas;
  - Development of policy for safe operation of Long Combination Vehicles (LCV) for the transport of goods;
  - Development of policy for integration of goods movement into CLB streets;
  - Review the potential for embracing Urban Consolidation Centers (UCC), their significance in sustainable freight transport, and consideration for future updates of Official Plan and Zoning By-laws;
  - A review of embracing emerging technologies in goods movement in Hamilton and their potential impact on socio-economical environments
- Propose wording changes required to the traffic by-law

Staff Responsibility:

- Monitor project progress, coordinate City resources, circulate requests for information to the appropriate departments and respond to questions in a timely manner.

- Review the recommended policies and provide feedback on all deliverables

5.2 Stage 3: Alternative Solution and Evaluation

This stage consists of a qualitative and quantitative assessment of alternatives developed, and documentation of the opportunities and constraints for changes to the truck route network based on both the current and projected future needs. For systematic determination of alternative and development of efficient, reliable, economical, and environmentally sustainable truck route network the consultant should assume the following, as a minimum:

- Develop a strategic vision paper, elaborating on the purpose and importance of the truck route network in general and the advantage of a system in the Hamilton context, as well as the context of truck goods transport by road in the future needs
- Undertake field investigations, where new or modified roads associated with seasonal restrictions may be proposed, to characterize the road network and determine whether these roads should become part of the truck route network
- Include the safety component as part of the evaluation process to justify the proposed truck route network, wherever possible and deemed necessary. Tabulate five-year collision frequency for the intersections and Mid-blocks of the roads that could potentially be added or removed from the network. The analysis should specifically document truck related collisions and identify countermeasures for safety improvements as part of truck route revision.
- Examine the attributes required of the truck route network in general and at the roadway level. This will address the integration of trucks into CLB streets from design and as well as the social and environmental perspectives. The possible issues are, but not limited to: lane widths, pavement strength, corner turning radius, safety of vulnerable road users, connectivity, density of route structure, preferred type of adjacent land uses (including sensitive receptors such as day cares, elementary schools and retirement residences), etc.
- Develop a recommended truck route network that will best serve the movement of commercial traffic in the City of Hamilton. Provide alternatives for consideration in satisfaction with the minimum requirement of the Municipal Class EA
- Develop a suitable number of criteria to evaluate each of the truck route alternatives appropriately. The evaluation method developed must be easily understandable to the public
- Review and comment on the validity and acceptability of the current by-law literature
- Undertake the evaluation of each alternative and select a preferred alternative

Consultant Deliverable(s):

- Technical memorandum that summarizes the findings of Stage 3 including:
  - Recommended alternatives
  - Truck route network map for each alternative
- Preparation of material and attendance at City meetings, Stakeholders meetings, Focus Groups meetings, PICs, and any other public outreach and community events

Staff Responsibility:

- The City will make arrangements for meeting and PIC locations and logistics
- Monitor progress, coordinate City resources, circulate requests for information to the appropriate departments and respond to questions in a timely manner
- The City Project team will review the developed alternatives and recommended solutions, and will provide comments in a timely manner

5.4 Stage 4: Study Documentation

Developing the truck route network for the current and future needs of transporting goods will be presented to the various stakeholders, City of Hamilton staff, members of the public, and Council for consideration.
In this stage, all of the study findings and received feedback from the public, stakeholders and the City staff should culminate in the final draft report for review by the City's Project team and endorsement by the City Council.

Deliverable(s):

- Technical memorandum that documents the City's goods movement vision statement, problems and opportunities statement, and inventory of the technical, social, and economic environments, to be considered in the development of alternatives and solutions
- Technical memorandum that will form a part of the TRMP update report, in addition to the vision statement and problem and opportunity statement, this document will contain:
    - The technical, social, economic, environmental, and health criteria used in the development of alternatives
    - All recommended alternatives
    - The possible positive and negative impacts of each alternative on social, economic, environment and health, as well as a systematic evaluation of each, identified alternative, in terms of their advantages and disadvantages
    - Identify and recommend the preferred alternative with a network map for presentation and Public and Council consideration
- A summary memorandum of inputs received during the public consultation, focus groups meeting, and agencies circulation
- A Truck Route Master Plan Study Update draft report that documents all analysis, findings, and recommendations for review by the City of Hamilton. The draft report will also document the public consultation that was completed as part of the study and will include: (an electronic copy (PDF and MS WORD-file) of the draft report shall be submitted)
    - Policy recommendations
    - Network Improvements and associated priorities including cost saving and funding sources (Federal/Provincial Grants)
    - The final revision of the selected/approved truck route network map
- A Truck Route Master Plan Study Review final report documenting all activities undertaken to date through the Approach#1 of the Master Plan MEA Class EA process.
- Based in the final plan, prepare revised by-law schedules for defined truck routes

and reduced load roads in an electronic form (MS WORD) identical to the current by-law, so that the new listings may be presented to Council for approval

- Develop any wording changes required to the traffic by-law text
- Electronic copies (PDF-file and MS WORD) of the final report and the network maps are to be submitted to the City of Hamilton.

Staff Responsibility:

- Monitor progress, coordinate city resources, circulate requests for information to the appropriate departments and respond to questions in a timely manner
- The City will make arrangements for meetings and PIC locations and logistics
- Review and provide feedback on all deliverables, in a timely manner
- Obtain Council endorsement for the final recommendation of the Truck Route Master Plan Study review, the final truck route network map, and filing the final TRMP report in public records, via a report to Council
- Printing of final reports (as required).

Intellectual Property Rights:

All reports produced by the Consultant will become property of the City of Hamilton. These reports and any other documents or presentation material may be produced and distributed as decided by the City without any required permission from the consultant who authored them.

Personal Information provided through public comments is collected by the City of Hamilton in accordance with the Freedom of Information and Protection of Privacy Act and will be used by the City in making a decision on this project. With the exception of personal information, all comments will become part of the public record.

5.5 Public Consultation/Engagement Plan

Through their identified work plan, the Consultant should develop a consultation plan and an effective communication strategy to ensure that people are well informed of the progress in each stage of this strategically important project. It will be vital to the citizens of Hamilton that they understand the scope and reason for the project, identification of the current issues as well as any potential short, intermediate and long-term impacts, both locally in their neighbourhood as well as the City as a whole. The consultation process will serve the Project team and City staff with an understanding of the position and needs of the community and the industry through citizen and stakeholders input. The proposed strategy should make use of emerging technologies yet be cognizant that not all residents may have access to certain technology and provide alternatives to maximize participation.

Several key stakeholders should be consulted over the course of TRMP update to merge resulting insights for the development of an efficient network. Below is a summary of potential meetings with the various stakeholders. The proponent should identify the number of required meetings within their Proposal. However, there is an expectation of extensive community engagement, which will be a shared responsibility between the City and the proponent.

Stakeholder Group(s)	Potential Number of Meetings
City Project Team	4
Adjacent Municipalities/Provincial Agencies	1
Council Truck Route Sub-committee	4
Moderate-Facilitate Panel Discussion / Focus Groups	4
Business Community (BIAs, Chamber of Commerce)	4
City-wide Engagement Meetings	two major phases of broader community forums at multiple locations
Council Meeting	1

Consultation is subject to additional opportunities for civic engagement, public meetings, Truck Route Sub-committee meetings, mainstream and social media opportunities and any other aspects that staff would feel is beneficial.

It is upon the discretion of the Proponent to develop their preferred engagement strategy approach which will likely be based upon their experience on previous related projects; however, the following should be considered, as a minimum:

- Public Information Centres/Workshops, Moderated Panel Discussions, Focus Groups, Open Houses, Pop-Up community events
- Public Surveys/Questionnaires – including collection, analysis, presentation and distribution of data/results
- Meetings - with staff, stakeholders, review agencies, associations, committees and Council

The strategy should be cognizant of Accessibility for Ontarians with Disabilities Act (AODA) requirements

Consultant Deliverable(s):

- Preparation of materials and attendance at Project team meetings, stakeholder meetings, public meetings and Council
- Preparation of all meeting agendas and minutes
- Preparation and maintaining a contact list over the course of the project, in collaboration with the City staff. The list shall include affected provincial and municipal government ministries/agencies, Hamilton Airport, Hamilton Port Authority, and other stakeholders
- Preparation of content to be housed on the City's Project web page
- Preparation of materials, including graphics and text for display boards, surveys as required, for all Public Meetings
- Preparation of materials for simplified messaging for the intended of City staff's attending various pop-up engagement events

- Reports that summarize the approach and feedback received from each public consultation/engagement method
- Support City staff with public inquiries, as needed
- Participate in strategic pop-up engagement events throughout the City with the City's project team, as required

Staff Responsibilities:

- The City's Project Manager will be responsible for responding to all public inquiries
- The City's Project Manager and support team will participate in strategic pop-up engagement events throughout the City
- The City will make arrangements for meeting and PIC locations and logistics
- Monitor progress, coordinate City resources, circulate requests for information to the appropriate departments and respond to questions in a timely manner
- The City will set up and maintain the project website
- The City's Project Manager will review all technical report/memos, display, web materials prepared for the study
- The City will monitor/ensure compliance to the MEA Class EA and appropriate EA standards of practice
- The City will obtain Council endorsement for the final recommendations and filing of the TMP report in the public record, via a report to Council;

Defined Public Consultation

- Notice of Project Commencement – to be announced on the City's website and local newspapers to the attention of general public and agencies
- Staff technical advisory committee meeting prior to each public information centre and key decision-making events/meetings of the study – to provide input and advice on the identified issues
- Speaker Series / Focus Group meetings to obtain feedback

6.0 STATEMENT OF REQUIREMENTS

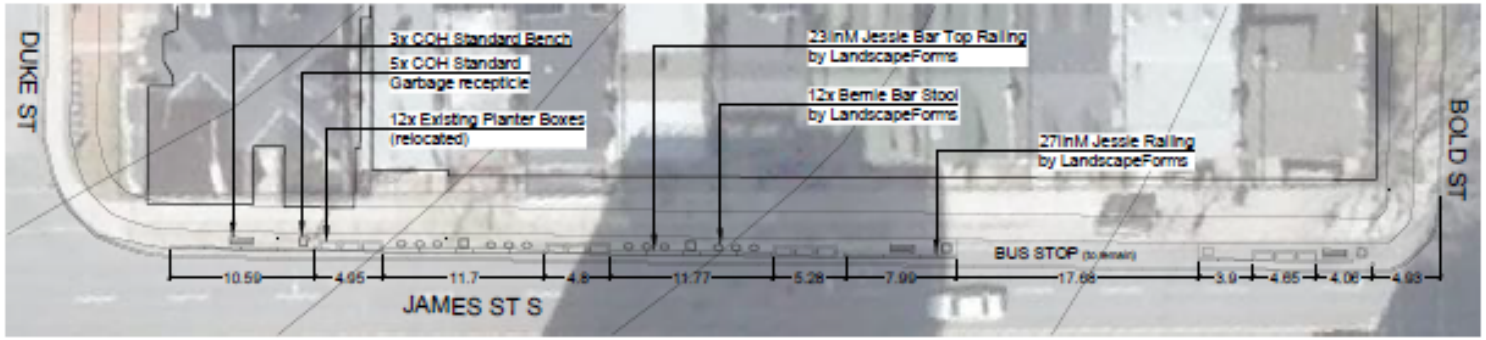
The successful proponent will prepare a draft and final Hamilton Truck Route Master Plan Study Update report, which will satisfy Phases 1 & 2 of the Environmental Assessment process.

Deliverable(s):

- Truck Route Study Review Report – an electronic copy of pdf and other applicable formats
    - Vision Statement for City's goods movement policy
    - Problem and opportunity statement
    - Review of preferred strategy and targets
    - Updated policy papers and develop new policies
    - Updated relevant By-Law schedules
    - Preparation of materials and attendance at project team meetings, stakeholder meetings, public meetings and the Council
    - Preparation of all meeting minutes

- Preparation of content to be housed on the City's project web page
- Report recommendations
- Truck Route Network Map compatible with the City's GIS and open data platform
- Truck Route Network improvements and associated priorities
- Cost impacts including funding sources and cost of do-nothing approach
- Decision-making toolbox

JAMES ST S - Beautification Project



Artists Rendering of James St S Beautification and Urban Edge Enhancements:


Future View along James South:
Looking South to Duke St


Future View along James South:
Looking South/West


Future View along James South:
Looking South/West


Future View along James South:
Looking South/West Near Bold St


Future View along James South:
Looking North/West Near Duke St


Future View along James South:
Looking North Jessie Bar Rail and Bernie Stools


Future View along James South:
Looking North Jessie Rail

LandscapeForms Site Furniture:


Jessie Railing with Bernie Bar Stools



								City of Hamilton Planning and Economic Development	JAMES ST S - Beautification Project Proposed Urban Edge Concept L1