



## TRUCK ROUTE SUB-COMMITTEE REPORT 19-001

**AS AMENDED AT COUNCIL ON APRIL 10, 2019**

1:00 p.m.  
March 26, 2019  
Council Chambers  
Hamilton City Hall

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**Present:** Councillors J. Farr (Chair), N. Nann (Vice-Chair), T. Jackson, B. Johnson, M. Pearson, and M. Wilson

**Absent with  
Regrets:** Councillor S. Merulla - Personal

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**THE TRUCK ROUTE SUB-COMMITTEE PRESENTS REPORT 19-001 AND  
RESPECTFULLY RECOMMENDS:**

**1. Appointment of Chair and Vice-Chair (Item 1.1)**

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

**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 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 regarding the Truck Route Review:

- 5.1(a) Beasley Neighbourhood Association
- 5.1(b) Central Neighbourhood Association
- 5.1(c) Corktown Neighbourhood Association
- 5.1(d) Durand Neighbourhood Association
- 5.1(e) North End Neighbourhood Association
- 5.1(f) Stinson Community Association

Recommendation: Be received and referred to Item 9.1 for consideration.

##### **2. DELEGATION REQUESTS (Item 6)**

- 6.1 Rachel Braithwaite, Barton Village Business Improvement Area, respecting concerns with truck routes going through commercial and residential streets (For today's meeting)
- 6.2 Robert Iszkula, Beasley Neighbourhood Association, respecting public input to the process of establishing the scope and direction of the City's upcoming Truck Route Review (For today's meeting)
- 6.3 Beatrice Ekoko, Environment Hamilton, respecting Environment Hamilton's input ref: the terms of reference, goals, objectives and guiding principles, and the scope of consultation etc in the Truck Route Master Plan Study proposal (For today's meeting)
- 6.4 Tanya Ritchie, respecting issues with current truck routes and outline ideas for a better solution (For today's meeting)

- 6.5 Sean Burak, respecting the needs of residents and local businesses as they relate to the upcoming rewrite of the Truck Route By-law (For today's meeting)
- 6.6 John Neary, respecting staff report for Truck Route Master Plan Sub-Committee and the Terms of Reference for the Truck Route Master Plan Study Review (For today's meeting)

The agenda for the March 26, 2019 Truck Route Sub-Committee meeting was approved, as amended.

**(b) DECLARATIONS OF INTEREST (Item 3)**

There were no declarations of interest.

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

**(i) June 7, 2016 (Item 4.1)**

The Minutes of the June 7, 2016 meeting of the Truck Route Sub-Committee were approved, as presented.

**(d) COMMUNICATIONS (Item 5)**

**(i) Correspondence regarding the Truck Route Review (Added Items 5.1(a) through 5.1(f))**

The following correspondence regarding the Truck Route Review was received and referred to Item 9.1 for consideration:

- (1) Beasley Neighbourhood Association (Added Item 5.1(a))
- (2) Central Neighbourhood Association (Added Item 5.1(b))
- (3) Corktown Neighbourhood Association (Added Item 5.1(c))
- (4) Durand Neighbourhood Association (Added Item 5.1(d))
- (5) North End Neighbourhood Association (Added Item 5.1(e))
- (6) Stinson Community Association (Added Item 5.1(f))

**(e) DELEGATION REQUESTS (Item 6)**

**(i) Delegation Requests (Added Items 6.1 through 6.6)**

The following delegation requests, were approved for today's meeting:

- (1) Rachel Braithwaite, Barton Village Business Improvement Area, respecting concerns with truck routes going through commercial and residential streets (For today's meeting) (Added Item 6.1)
- (2) Robert Iszkula, Beasley Neighbourhood Association, respecting public input to the process of establishing the scope and direction

of the City's upcoming Truck Route Review (For today's meeting)  
(Added Item 6.2)

- (3) Beatrice Ekoko, Environment Hamilton, respecting Environment Hamilton's input ref: the terms of reference, goals, objectives and guiding principles, and the scope of consultation etc in the Truck Route Master Plan Study proposal (For today's meeting) (Added Item 6.3)
- (4) Tanya Ritchie, respecting issues with current truck routes and outline ideas for a better solution (For today's meeting) (Added Item 6.4)
- (5) Sean Burak, respecting the needs of residents and local businesses as they relate to the upcoming rewrite of the Truck Route By-law (For today's meeting) (Added Item 6.5)
- (6) John Neary, respecting staff report for Truck Route Master Plan Sub-Committee and the Terms of Reference for the Truck Route Master Plan Study Review (For today's meeting) (Added Item 6.6)

**(f) PUBLIC HEARINGS / DELEGATIONS (Item 8)**

**(i) Rachel Braithwaite, Barton Village Business Improvement Area, respecting concerns with truck routes going through commercial and residential streets (Added Item 8.1)**

Rachel Braithwaite, Barton Village Business Improvement Area, addressed the Committee respecting concerns with truck routes going through commercial and residential streets, with the aid of a presentation. A copy of the presentation has been included in the official record.

The delegation from Rachel Braithwaite, Barton Village Business Improvement Area, respecting concerns with truck routes going through commercial and residential streets, was received.

A copy of the presentation are available on the City's website or through the Office of the City Clerk.

**(ii) Robert Iszkula, Beasley Neighbourhood Association, respecting public input to the process of establishing the scope and direction of the City's upcoming Truck Route Review (Added Item 8.2)**

Robert Iszkula, Beasley Neighbourhood Association, addressed the Committee respecting public input to the process of establishing the scope and direction of the City's upcoming Truck Route Review, with the aid of a video. A copy of the video has been included in the official record.

The delegation from Robert Iszkula, Beasley Neighbourhood Association, respecting public input to the process of establishing the scope and direction of the City's upcoming Truck Route Review, was received.

A copy of the video is available on the City's website or through the Office of the City Clerk.

**(iii) Beatrice Ekoko, Environment Hamilton, respecting Environment Hamilton's input ref: the terms of reference, goals, objectives and guiding principles, and the scope of consultation etc. in the Truck Route Master Plan Study proposal (Added Item 8.3)**

Beatrice Ekoko, Environment Hamilton, addressed the Committee respecting Environment Hamilton's input in the Truck Route Master Plan Study proposal.

The delegation from Beatrice Ekoko, Environment Hamilton, respecting Environment Hamilton's input in the Truck Route Master Plan Study proposal, was received.

**(iv) Tanya Ritchie, respecting issues with current truck routes and outline ideas for a better solution (Added Item 8.4)**

Tanya Ritchie, addressed the Committee respecting issues with current truck routes and outline ideas for a better solution.

The delegation from Tanya Ritchie, respecting issues with current truck routes and outline ideas for a better solution, was received.

**(v) Sean Burak, respecting the needs of residents and local businesses as they relate to the upcoming rewrite of the Truck Route By-law (Added Item 8.5)**

Sean Burak, addressed the Committee respecting the needs of residents and local businesses as they relate to the upcoming rewrite of the Truck Route By-law, with the aid of a presentation. A copy of the presentation has been included in the official record.

Sean Burak was permitted to address the Committee for an additional 5 minutes to finish his presentation.

The delegation from Sean Burak, respecting the needs of residents and local businesses as they relate to the upcoming rewrite of the Truck Route By-law, was received.

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

(vi) **John Neary, respecting staff report for Truck Route Master Plan Sub-Committee and the Terms of Reference for the Truck Route Master Plan Study Review (Added Item 8.6)**

John Neary, addressed the Committee respecting the staff report for Truck Route Master Plan Sub-Committee and the Terms of Reference for the Truck Route Master Plan Study Review, with the aid of a presentation. A copy of the presentation has been included in the official record.

The delegation from John Neary, respecting staff report for Truck Route Master Plan Sub-Committee and the Terms of Reference for the Truck Route Master Plan Study Review, was received.

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

(g) **STAFF PRESENTATIONS (Item 9)**

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

Steve Molloy, addressed the Committee respecting the Truck Route Master Plan Review: Terms of Reference, with the aid of a presentation. A copy of the presentation has been included in the official record.

The presentation from staff respecting the Truck Route Master Plan Review: Terms of Reference, was received.

A copy of the presentation is available at [www.hamilton.ca](http://www.hamilton.ca).

Sub-section (b), to Report PED19073, respecting the Truck Route Master Plan Review: Terms of Reference, was amended by adding the following:

- (b) That Appendix "A" attached to Report PED19073, respecting (Terms of Reference for Truck Route Master Plan Review), ~~be approved by the Truck Route Sub-committee of the Council, so that it can be issue~~ **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.**

Sub-section (b), to Report PED19073, respecting the Truck Route Master Plan Review: Terms of Reference, was **further** amended by adding the following:

- (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;***

An additional sub-section (c), to Report PED19073, respecting the Truck Route Master Plan Review: Terms of Reference, was added as follows:

- (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 further disposition of this matter, refer to Item 2.

**(h) ADJOURNMENT (Item 15)**

There being no further business, the Truck Route Sub-Committee, was adjourned at 3:46 p.m.

Respectfully submitted,

Councillor Farr, Chair  
Truck Route Sub-Committee

Angela McRae  
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

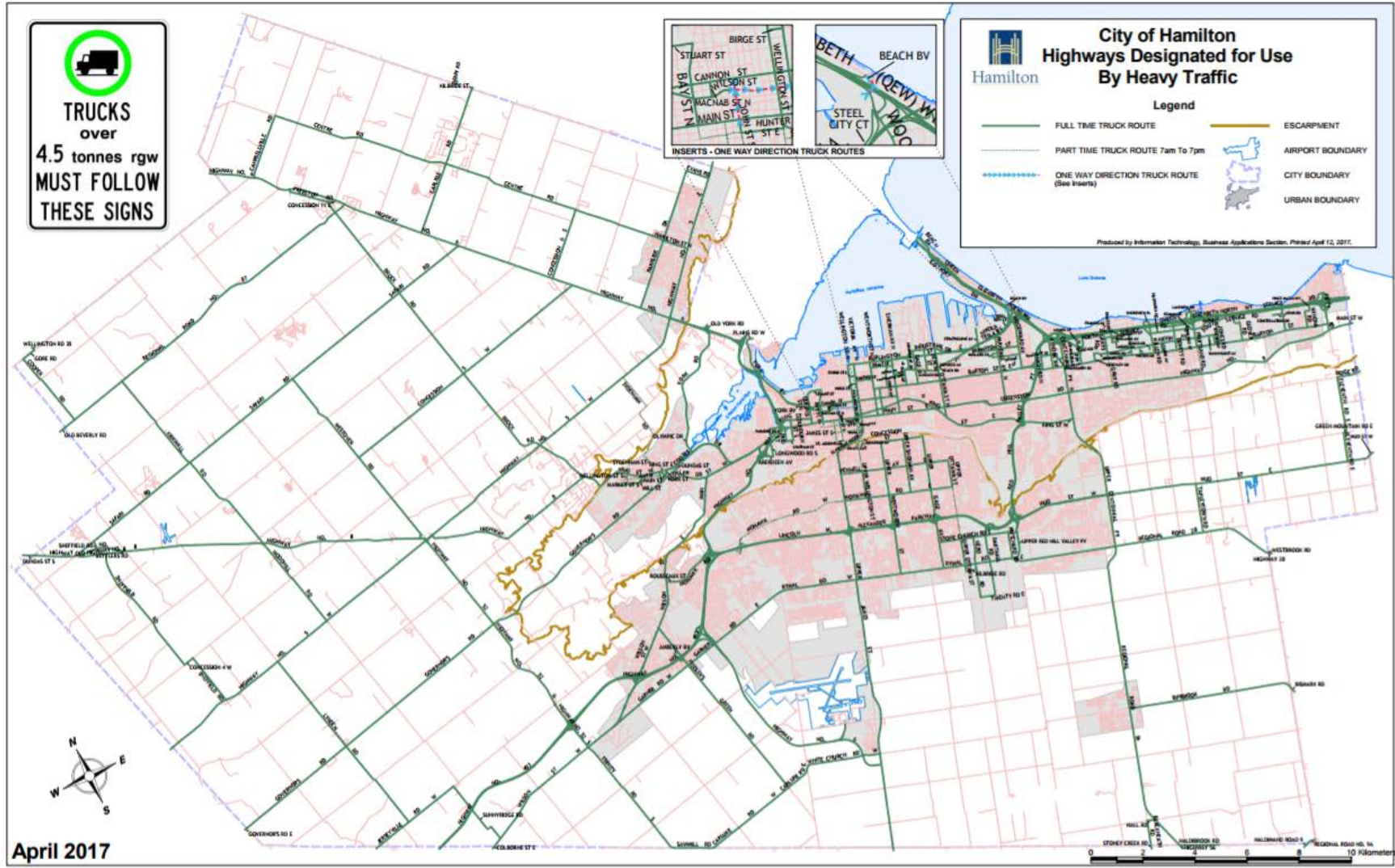
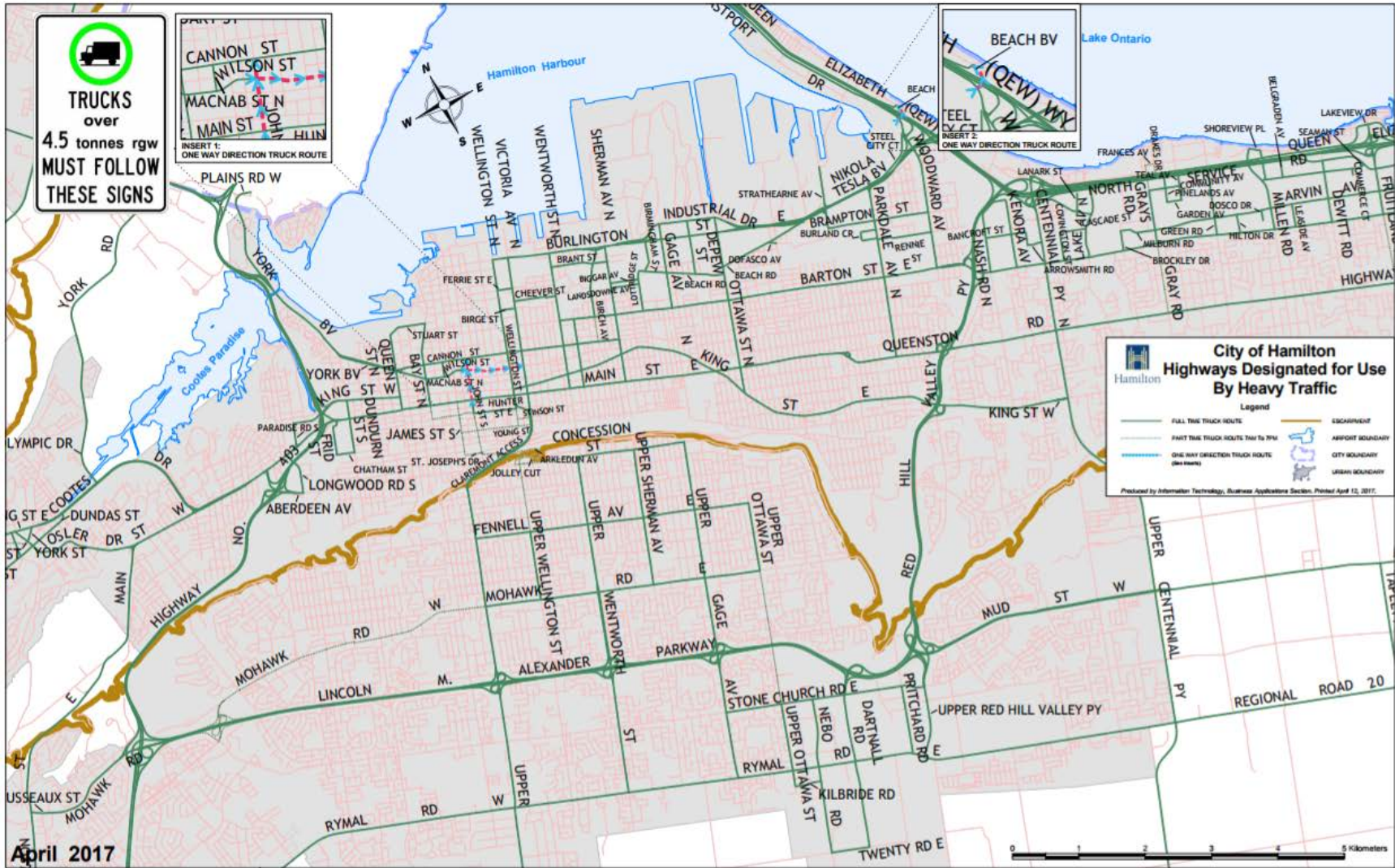




Figure 2: 2017 Truck Route Map (Urban)



## **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 support 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
<ul style="list-style-type: none"> <li>• 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;</li> <li>• 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;</li> <li>• Follow the Phases 1 and 2 of Municipal Class EA process dealing with transportation system problems or opportunities, and alternatives planning strategies respectively;</li> <li>• 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;</li> <li>• Develop operational specifics such as signing methodology, including engine brake noise issues; and</li> <li>• Revise truck route mapping to be compatible with the City’s GIS system</li> </ul>	<ul style="list-style-type: none"> <li>• Balancing Social, environmental, and economic factors;</li> <li>• Consistent and transparent decision-making</li> <li>• Minimizing the demand for enforcement;</li> <li>• Minimizing dead ends in the network;</li> <li>• Transferring of truck traffic to higher quality facilities; and</li> <li>• Matching relationship of trucks to road category and roadway configuration</li> </ul>

### 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 – curbside 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

<b>Key Milestones</b>	<b>Approximate Completion Dates</b>
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.

<b>Stakeholder Group(s)</b>	<b>Potential Number of Meetings</b>
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