



City of Hamilton
PUBLIC WORKS COMMITTEE

Meeting #: 19-006
Date: April 29, 2019
Time: 9:30 a.m.
Location: Council Chambers, Hamilton City Hall
71 Main Street West

Alicia Davenport, Legislative Coordinator (905) 546-2424 ext. 2729

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13.1.a.a Emergency Shoreline Protection Works

Item on OBL: R

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Item on OBL: W

13.1.a.c Proposals for Waste Management

Item on OBL: AR

13.1.b Items considered complete and needing to be removed:

13.1.b.a Inclusion of the Claremont access in HSR Route Rationalization Study

Addressed as Item 7.2 on today's agenda - Report PW19034

14. PRIVATE AND CONFIDENTIAL

- 14.1 Standardization of Enterprise Asset Management Systems
(PW19035/FCS19040) (City Wide) (distributed under separate cover)

Pursuant to Section 8.1, Sub-sections (f) and (k) of the City's Procedural By-law 18-270, and Section 239(2), Sub-section sections (f) and (k) of the *Ontario Municipal Act*, 2001, as amended, as the subject matter pertains to the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the City.

- 14.2 SoBi Bike Share Contract Negotiations Update and Amendment
(PED18223(a)) (City Wide) (distributed under separate cover)

Pursuant to Section 8.1, Sub-section (k) of the City's Procedural By-law 18-270, and Section 239(2), Sub-section (k) of the *Ontario Municipal Act*, 2001, as amended, as the subject matter pertains to a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the City.

15. ADJOURNMENT



**PUBLIC WORKS COMMITTEE
MINUTES 19-005**

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 FOLLOWING ITEMS WERE REFERRED TO COUNCIL FOR CONSIDERATION:

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

(Collins/Merulla)

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

CARRIED

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

(Pearson/Pauls)

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 Avenue	Cittadella Boulevard	NC	NB/SB	A	Plan of New Subdivision 9

Intersection		Stop Control Direction		Class	Comments / Petition	Ward	
Street 1	Street 2	Existing	Requested				
(p)	Piazzetta Avenue	Dolomiti Court	NC	SB	A	Plan of New Subdivision	9
(q)	Rockledge Drive	Dagleish 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	Dagleish Trail	NC	SB	A	Plan of New Subdivision	9

LegendNo Control Existing (New Subdivision) - **NC**Intersection Class: **A** - Local/Local **B** - Local/Collector **C** - Collector/Collector**Result: Motion CARRIED by a vote of 10 to 0, as follows:**

YES - Councillor Jason Farr
 YES - Councillor Nrinder Nann
 YES - Councillor Sam Merulla
 YES - Councillor Chad Collins
 NOT PRESENT - Councillor Tom Jackson
 YES - Councillor Esther Pauls
 YES - Councillor John-Paul Danko
 YES - Chair Lloyd Ferguson
 YES - Councillor Terry Whitehead
 YES - Councillor Arlene VanderBeek
 YES - Councillor Maria Pearson

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

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

CARRIED**4. Truck Route Sub-Committee Report 19-001 - March 26, 2019 (Added Item 7.7)****(Pauls/Nann)****(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 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.

Result: Main Motion, As Amended, CARRIED by a vote of 10 to 0, as follows:

- YES - Councillor Jason Farr
- YES - Councillor Ninder Nann
- YES - Councillor Sam Merulla
- YES - Councillor Chad Collins
- NOT PRESENT - Councillor Tom Jackson
- YES - Councillor Esther Pauls
- YES - Councillor John-Paul Danko
- YES - Chair Lloyd Ferguson

YES - Councillor Terry Whitehead
YES - Councillor Arlene VanderBeek
YES - Councillor Maria Pearson

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

(Farr/Nann)

- (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.

Result: Motion CARRIED by a vote of 6 to 0, as follows:

YES - Councillor Jason Farr
YES - Councillor Nrinder Nann
YES - Councillor Sam Merulla
YES - Councillor Chad Collins
NOT PRESENT - Councillor Tom Jackson
NOT PRESENT - Councillor Esther Pauls
YES - Councillor John-Paul Danko
YES - Chair Lloyd Ferguson
NOT PRESENT - Councillor Terry Whitehead
NOT PRESENT - Councillor Arlene VanderBeek
NOT PRESENT - Councillor Maria Pearson

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

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 "A" to the Motion respecting the Implementation of Alternate Concept Design for Concrete Planters on James St. S. Between Duke St. and Bold St. 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.

Result: Motion CARRIED by a vote of 6 to 0, as follows:

YES - Councillor Jason Farr
 YES - Councillor Nrinder Nann
 YES - Councillor Sam Merulla
 YES - Councillor Chad Collins
 NOT PRESENT - Councillor Tom Jackson
 NOT PRESENT - Councillor Esther Pauls
 YES - Councillor John-Paul Danko
 YES - Chair Lloyd Ferguson
 NOT PRESENT - Councillor Terry Whitehead
 NOT PRESENT - Councillor Arlene VanderBeek
 NOT PRESENT - Councillor Maria Pearson

7. Sidewalk Repairs and Rolled Curb Replacements (Ward 5) (Item 11.3)**(Collins/Farr)**

- (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.

Result: Motion CARRIED by a vote of 8 to 0, as follows:

YES - Councillor Jason Farr
 YES - Councillor Nrinder Nann
 YES - Councillor Sam Merulla
 YES - Councillor Chad Collins
 NOT PRESENT - Councillor Tom Jackson
 YES - Councillor Esther Pauls
 YES - Councillor John-Paul Danko
 YES - Chair Lloyd Ferguson
 NOT PRESENT - Councillor Terry Whitehead
 NOT PRESENT - Councillor Arlene VanderBeek
 YES - Councillor Maria Pearson

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

(Merulla/Nann)

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 \$1,030,000 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;

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- (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.

Result: Motion CARRIED by a vote of 8 to 0, as follows:

YES - Councillor Jason Farr
 YES - Councillor Nrinder Nann
 YES - Councillor Sam Merulla
 YES - Councillor Chad Collins
 NOT PRESENT - Councillor Tom Jackson
 YES - Councillor Esther Pauls
 YES - Councillor John-Paul Danko
 YES - Chair Lloyd Ferguson
 NOT PRESENT - Councillor Terry Whitehead
 NOT PRESENT - Councillor Arlene VanderBeek
 YES - Councillor Maria Pearson

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*)

(Whitehead/Pearson)

That the agenda for the April 1, 2019 Public Works Committee meeting be approved, as amended.

Result: Motion CARRIED by a vote of 10 to 0, as follows:

YES - Councillor Jason Farr
 YES - Councillor Nrinder Nann
 YES - Councillor Sam Merulla
 YES - Councillor Chad Collins
 NOT PRESENT - Councillor Tom Jackson
 YES - Councillor Esther Pauls
 YES - Councillor John-Paul Danko
 YES - Chair Lloyd Ferguson
 YES - Councillor Terry Whitehead
 YES - Councillor Arlene VanderBeek
 YES - Councillor Maria Pearson

(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)****(VanderBeek/Farr)**

That the Minutes of the March 18, 2019 meeting of the Public Works Committee be approved, as presented.

Result: Motion CARRIED by a vote of 9 to 0, as follows:

YES - Councillor Jason Farr
 YES - Councillor Nrinder Nann
 YES - Councillor Sam Merulla
 YES - Councillor Chad Collins
 NOT PRESENT - Councillor Tom Jackson
 YES - Councillor Esther Pauls
 YES - Councillor John-Paul Danko
 YES - Chair Lloyd Ferguson
 NOT PRESENT - Councillor Terry Whitehead
 YES - Councillor Arlene VanderBeek
 YES - Councillor Maria Pearson

(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

(VanderBeek/Pearson)

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

CARRIED

(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)****(Farr/Pauls)**

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

Result: Motion CARRIED by a vote of 9 to 0, as follows:

YES - Councillor Jason Farr
 YES - Councillor Nrinder Nann
 YES - Councillor Sam Merulla
 YES - Councillor Chad Collins
 NOT PRESENT - Councillor Tom Jackson
 YES - Councillor Esther Pauls
 YES - Councillor John-Paul Danko
 YES - Chair Lloyd Ferguson
 NOT PRESENT - Councillor Terry Whitehead
 YES - Councillor Arlene VanderBeek
 YES - Councillor Maria Pearson

(f) CONSENT ITEMS (Item 7)

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

(Nann/Danko)

That the Minutes of the October 3, 2018 meeting of the Hamilton Cycling Committee be received.

CARRIED

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

(Collins/Merulla)

That the Minutes of the November 7, 2018 meeting of the Hamilton Cycling Committee be received.

CARRIED

(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)

(Pauls/Danko)

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.

CARRIED

(Pearson/VanderBeek)

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

CARRIED

(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).

(Farr/Pauls)

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

CARRIED

(Farr/Merulla)

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.

Result: Motion CARRIED by a vote of 9 to 1, as follows:

YES - Councillor Jason Farr
YES - Councillor Nrinder Nann
YES - Councillor Sam Merulla

YES - Councillor Chad Collins
 NOT PRESENT - Councillor Tom Jackson
 YES - Councillor Esther Pauls
 NO - Councillor John-Paul Danko
 YES - Chair Lloyd Ferguson
 YES - Councillor Terry Whitehead
 YES - Councillor Arlene VanderBeek
 YES - Councillor Maria Pearson

For disposition of this matter, refer to Item 1.

(h) CONSENT ITEMS (Item 7) – CONTINUED

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

(Nann/Merulla)

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.

Result: Amendment CARRIED by a vote of 10 to 0, as follows:

YES - Councillor Jason Farr
 YES - Councillor Nrinder Nann
 YES - Councillor Sam Merulla
 YES - Councillor Chad Collins
 NOT PRESENT - Councillor Tom Jackson
 YES - Councillor Esther Pauls
 YES - Councillor John-Paul Danko
 YES - Chair Lloyd Ferguson

YES - Councillor Terry Whitehead
YES - Councillor Arlene VanderBeek
YES - Councillor Maria Pearson

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.

(Pearson/Collins)

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

CARRIED

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)

(Danko/Pauls)

That the following amendments to the Public Works Committee's Outstanding Business List, be 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

Result: Motion CARRIED by a vote of 7 to 0, as follows:

YES - Councillor Jason Farr
YES - Councillor Nrinder Nann
YES - Councillor Sam Merulla
NOT PRESENT - Councillor Chad Collins
NOT PRESENT - Councillor Tom Jackson
YES - Councillor Esther Pauls
YES - Councillor John-Paul Danko

YES - Chair Lloyd Ferguson
NOT PRESENT - Councillor Terry Whitehead
NOT PRESENT - Councillor Arlene VanderBeek
YES - Councillor Maria Pearson

(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)

(Pauls/Pearson)

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

CARRIED

Respectfully submitted,

Councillor L. Ferguson
Chair, Public Works Committee

Alicia Davenport
Legislative Coordinator
Office of the City Clerk

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

Submitted on Wednesday, April 17, 2019 - 11:10 am

==Committee Requested==

Committee: Public Works

==Requestor Information==

Name of Individual: Brian Lennie**Name of Organization:** Enbridge Gas Inc.**Contact Number:** 519-436-4600 ext. 5233123**Email Address:** brian.lennie@enbridge.com**Mailing Address:**

Enbridge Gas Inc.

Attn: Brian Lennie

50 Keil Drive North

Chatham, ON N7M 5M1

Reason(s) for delegation request: Requested delegation for June17 Public Works Committee meeting: Enbridge Gas Inc. would like to present details on our proposed 2021 Kirkwall-Hamilton project at the June 17 Public Works Committee meeting. Presenting would be Nick Klip, Manager, Hamilton Operations, Enbridge Gas Inc.

Will you be requesting funds from the City? No**Will you be submitting a formal presentation?** Yes

6.2

Form: Request to Speak to Committee of Council

Submitted on Friday, April 19, 2019 – 3:44 pm

==Committee Requested==

Committee: Public Works

==Requestor Information==

Name of Individual: Catherine Mulcaster

Name of Organization:

Contact Number: [REDACTED]

Email Address: [REDACTED]

Mailing Address: [REDACTED]

Reason(s) for delegation request: Banning Plastic Shopping Bags in Hamilton

Will you be requesting funds from the City? No

Will you be submitting a formal presentation? Yes



INFORMATION REPORT

TO:	Chair and Members Public Works Committee
COMMITTEE DATE:	April 29, 2019
SUBJECT/REPORT NO:	Hard Surface Traffic Island Conversion to Floral Features (PW16094a) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Caleb Gibbons (905) 546-2424 Extension 2566
SUBMITTED BY:	Craig Murdoch Director, Environmental Services Public Works Department
SIGNATURE:	

COUNCIL DIRECTION

At the January 29th, 2019 General Issues Committee budget presentation, Committee asked staff to report back to the Public Works Committee with information on the status of converting hard surface traffic islands to floral features in the City of Hamilton.

INFORMATION

At its meeting on June 8, 2016, Council approved Public Works Committee's direction to staff to report back with recommendations on how to enhance the Traffic Island Beautification program, including information on the associated capital and operating costs. Subsequently, Report PW16094 was provided to the October 31, 2016 Public Works Committee and approved by Council on November 9th, 2016.

With Councillor feedback, the report outlined the enhancement of city-wide hard surface traffic island conversions to floral islands for the 2017 capital budget approval process. The Council referred enhancement was not supported and was deferred to the 2018 capital budget approval process. During the 2018 Capital budget approval process, the Council referred enhancement was not supported and no further action was taken.

At the 2019 Public Works budget presentation, Committee requested staff to report back on the status of converting the City's remaining hard surface traffic islands to floral features. A review of the 2016 PW Report PW16094 has been completed and updated to reflect 2019 costs and the current inventory of hard surface traffic islands.

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

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

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

**SUBJECT: Hard Surface Traffic Island Conversion to Floral Features
(PW16094a) (City Wide) - Page 2 of 3**

City-wide there are currently 313 traffic islands enhanced with annual floral displays that are maintained by Horticulture staff. In addition to the noted floral islands, there are 73 planted roundabouts and 120 perennial traffic beds that are also maintained by Horticulture staff.

From 2016, 12 hard surface traffic island locations that were identified in Report PW16094 have been converted to floral traffic islands, either through road reconstruction or in-house conversions funded by area rating.

At present, of the remaining hard surface traffic islands that can be converted, there are 43 that could be converted to floral traffic islands, 4 hard surface traffic islands not suitable for conversion that can have planters installed and 2 floral bed locations in Park areas. These conversions were determined in consultation with Ward Councillors at the time of the original Report PW16094. A list of the possible traffic island conversions is attached as Appendix "A" to Report PW16094a.

Report PW16094 recommended capital and operating funding be spread over a span of 4 years, with capital funding provided in only two of those years. Should it be the desire of Committee and using this same plan for implementation, this could be reflected in years 2020 and 2022 as shown in Table 1 below. This could reduce the burden of sourcing the required funds in one year while still expediting any desired conversions in a timely manner.

The estimated design, tender and construction cost associated with the noted conversions is \$1,980,000 when completed as a conversion not part of a road reconstruction/redevelopment. Council has given previous direction to staff to complete conversions during reconstruction/redevelopment work performed through the Public Works Engineering Services Division capital program. Costs for hard surface traffic island conversions have been shown to be less when completed as part of road reconstruction/redevelopment work.

The operating impacts of \$315,000 and 2.82 FTE to maintain the additional floral traffic islands could be funded beginning the year following the first capital funding year (\$157,500 and 1.33 FTE in 2021, and \$157,500 and 1.49 FTE in 2023) as shown in Table 1. These operating impacts are required to maintain the additional 49 floral features. The above mentioned operating impacts from capital include all staffing costs, materials, and contracted services.

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**SUBJECT: Hard Surface Traffic Island Conversion to Floral Features
(PW16094a) (City Wide) - Page 3 of 3**

Table 1 - Multi- Year Implementation

Stages	2020	2021	2022	2023	Total
Construction	\$990,000	-	\$990,000	-	\$1,980,000
Operating	-	\$157,500	-	\$157,500	\$315,000
FTE	-	1.33	-	1.49	2.82

The costs outlined in this Information Report ensure compliance with City of Hamilton's By-laws, Policies, and Procedures associated with water use, which includes but are not limited to; backflow prevention, water meters, and water usage.

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" - List of Existing Hard Surface Traffic Islands that can potentially be converted to Floral Islands

Possible Hard Surface Traffic Island Conversions to Floral Features

Ward	Location	Number of Islands
2	James St. S. East side near multi-level parking lot (Flower Bed)	1
2	Hughson & Guise (Floral Median)	1
2	Murray & James (Planters)	1
4	Bridge over Kenilworth on King St. (Planters)	1
4	Barton & Woodward to Red Hill Expressway (Planters)	1
5	Greenhill & Mt. Albion (Floral Median)	1
5	King & Nash (Floral Median)	2
5	King & Quigley (Floral Median)	2
6	Upper Sherman & Mohawk (Floral Median)	3
6	Upper Sherman & Fennell (Floral Median)	2
7	Upper James & Stone Church (Floral Median)	2
7	Upper James & McElroy (Floral Median)	2
7	Upper James & Hester (Floral Median)	2
7	Upper James & Fennell (Floral Median)	1
7	Upper Wentworth & Mohawk (Floral Median)	4
8	Upper Paradise & Mohawk (Floral Median)	4
8	Stone Church & Upper Paradise (Floral Median)	4
8	Garth & Garrow - South of above (Floral Median)	1
9	Mud & Centennial (Floral Median)	1
9	King & Centennial (Floral Median)	2
9	S/E corner of Mud & Paramount (Floral Bed in Park)	1
9	Gray & King St (Planters)	1
10	East on King St at Gray's Rd (Floral Median)	1
10	Barton & Fruitland (Floral Median)	1
11	Winona Rd & Hwy 8 (Floral Bed in Park)	1
12	Lovers Lane & Jerseyville Rd (Flower Bed)	1
12	Wilson & Garner (Floral Median)	1
13	Cootes Dr - East St. N to Olympic Dr (Flower Bed)	1
13	Cootes Dr - Olympic Dr. to east to the bend (Flower Bed)	1
15	Burke & Dundas (Floral Median)	1
15	Hamilton & Old Main St (Floral Bed)	1
	Total:	49



INFORMATION REPORT

TO:	Chair and Members Public Works Committee
COMMITTEE DATE:	April 29, 2019
SUBJECT/REPORT NO:	Inclusion of Claremont Access in HSR Route Rationalization Study - (Re)envision the HSR Update (PW19034) (City Wide) (Outstanding Business List Item)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Dennis Guy (905) 546-2424 Ext. 1858
SUBMITTED BY:	Debbie Dalle Vedove Director, Transit Public Works Department
SIGNATURE:	

COUNCIL DIRECTION

At the General Issues Committee (GIC) meeting on November 25, 2016, staff were directed to:

- a) report back to the General Issues Committee during the 2017 budget process respecting the “obstacles” preventing cyclists from receiving “free” lifts up and down the mountain accesses;
- b) HSR staff include the Claremont Access in the HSR Route Rationalization Study that will be forthcoming to a future Public Works Committee meeting.

INFORMATION

This Information Report addresses item (b), that HSR staff include the Claremont Access in the HSR Route Rationalization Study that will be forthcoming to a future Public Works Committee meeting.

Between the November 25, 2016 GIC meeting and today, the Transit Division has undergone significant change to its structure, its leadership team, and its service delivery. Much progress has been made with Council’s investment in the 10-year local transit strategy to make transit a first choice for many past, present, and future riders.

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

SUBJECT: Inclusion of Claremont Access in HSR Route Rationalization Study - (Re)envision the HSR Update (PW19034) (City Wide) - Page 2 of 2

The 2017 budget process saw a deferral of year three (3) of the 10-year strategy due to the delay in the announcement of the Public Transit Infrastructure Fund (PTIF), and a subsequent investment of \$72 million (\$36 million municipal contribution) towards more than 14 transit-related improvement products. As such, staff did not make significant changes to routes and schedules in 2017; therefore, the Claremont Access was deferred to staff preparations for the 2018 budget process.

During the 2018 budget process, Council approved the Transit Division's (Re)envision the HSR Initiative – a two-year project with partners at McMaster University's Civil Engineering Department. The direction from GIC for staff to include the Claremont Access in the HSR Route Rationalization Study (renamed to (Re)envision the HSR) is being implemented through the (Re)envision the HSR project.

Project results are scheduled to be presented to Council in March 2020.

Staff have met with community stakeholders, including Friendly Streets, the Beasley Neighbourhood Association, Environment Hamilton, and Hamilton Health Sciences to discuss the topic of this Information Report and have advised the groups to put forth their perceptions and desires through the (Re)envision project / process.

APPENDICES AND SCHEDULES ATTACHED

Appendix A – Progress to-date on the (Re)envision the HSR Initiative



Help Us to (Re)envision the HSR



What is (Re)envision?

Great transit is vital to helping the City achieve its vision of being the best place to raise a child and age successfully. That's why we're embracing the opportunity to look to the future by (Re)envisioning the HSR. We've partnered with world-class experts at McMaster University. Together, we'll map out the road ahead and envision a transit system that moves at the speed of Hamilton.

We can't do this without your help. We're putting you first; engaging thousands of customers, residents and visitors. We want to find out how you feel about our current service and what you need in the future. With your voice, we'll reconfigure our routes and improve our schedules and service.

**Our goal is to meet your needs today
and exceed your expectations tomorrow.**

(Re)envision is part of the 10-Year Transit Strategy

Hamilton City Council approved the strategy in March 2015. It builds upon previous plans that considered how to prepare for moving people quickly and efficiently across Hamilton.

Continue to refine the customer experience

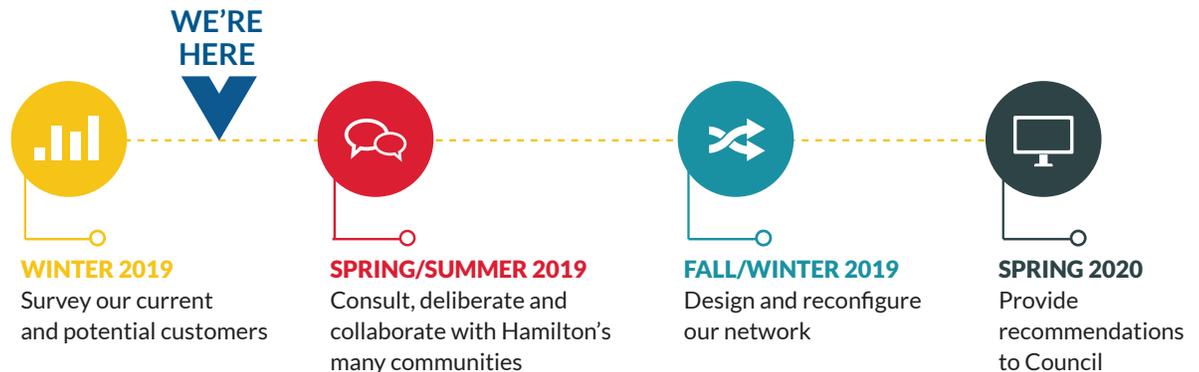
Address current system deficiencies

Revise and apply service standards

Continue to add capacity until ridership exceeds system capacity

Rapid Transit corridors needed

Project Timeline



Learn more about how you can help us (Re)envision the HSR.
Visit www.hamilton.ca/reenvision and follow @HSR on Twitter.



is...



#HamOnt invested

2,600+ hrs
on survey

Avg minutes to complete



3,201

Comments



500+

Pages
of comments

Open for

70
Days



5,844

Surveys Completed

1,335

Residents on
email list



Getting the Word Out

21,600

Visits to
hamilton.ca/reenvision

**IN
PRINT**

The Spec
The Silhouette
VIEW Magazine
HCN
Forever Young
Urbanicity

Video was viewed
31,100
times

122,600

Impressions on Social Media

40

Bus Shelter Ads

200

Ads on Buses

Posters or Brochures in

80+

City locations

**ON THE
WEB**



Facebook
Twitter
Instagram
The Spec
YouTube
VIEW Magazine
Weather Network
The Silhouette
Farmers' Market Screen
HCN
Google Adwords
City of Hamilton



In the Community

200+

Conversations

@



15
Events

**CREATING
& SUSTAINING
RELATIONSHIPS**

Neighbourhood Associations
Commercial + BIAs
Chambers of Commerce
Healthcare
Post-Secondary Schools
School Boards
Service Providers
Advocacy Groups + Advisory Committees





Hamilton

MINUTES

Waste Management Advisory Committee

Wednesday September 26, 2018

1:30 p.m.

City Hall, 2nd Floor, Room 264

Present:

Chair: Councillor Maria Pearson
 Vice-Chair: Councillor Doug Conley
 Members: Councillor Robert Pasuta
 Peter Hargreave

Also Present:

Emil Prpic, Manager of Recycling and Waste Disposal
 Colin Vidler, Manager of Waste Collections
 Angela Storey, Manager of Business Programs
 Jacquie Colangelo, Project Manager, Community Outreach

Regrets:

Kevin Hunt
 Craig Murdoch, Director of Environmental Services

Recorder:

Hayley Court-Znottka

1. CHANGES TO THE AGENDA

None

2. DECLARATIONS OF INTEREST

None to declare

3. APPROVAL OF MINUTES OF PREVIOUS MEETING

3.1 Waste Management Advisory Committee Meeting Minutes, dated March
 28, 2018

CONLEY/HARGREAVE

CARRIED

4. CONSENT ITEMS

There are no consent items.

5. PRESENTATIONS

There are no presentations.

6. DISCUSSION ITEMS

6.1 2020 Waste System Contract Planning

- **Material Recycling Facility Request for Proposals (RFP)**

The current contract for the operation of the Material Recycling Facility expires in March 2020. Staff are preparing specifications for the RFP to be released in November. It is anticipated that a proponent will be selected Q1 2019.

- **Completion of the Waste Transfer & Disposal RFP**

The evaluation process for the City's Waste Transfer and Disposal System RFP has been completed. Waste Connections of Canada and Waste Management of Canada Corporation were the successful proponents for the operation of the City's Transfer Stations and Community Recycling Centres and the Glanbrook Landfill respectively.

6.2 Waste-Free Ontario Act Updates

- **Municipal Hazardous or Special Waste**

The Minister of the Environment and Climate Change had previously issued direction to Stewardship Ontario to wind up the Municipal Hazardous or Special Waste (MHSW) Program by December 31, 2020. A plan for the program is to be submitted to the Resource Productivity and Recovery Authority by June 2019. The current MHSW program will continue to operate without disruption during the transition and residents will not be negatively impacted.

- **Finalization of the Food and Organic Waste Framework**

Staff are reviewing the Organics Framework from an internal standpoint and determining what it will mean for communications to residents.

6.3 Operations Update

- **Recycling Contamination**

Discussed the ongoing challenges with recycling end markets and the requirement for a higher quality of material. In response, residents are

encouraged to remove items such as Styrofoam and black plastic from their blue boxes.

- **Waste Diversion Comparison**

Staff discussed the waste diversion rates between 2011 and 2017. In 2017 overall diversion was 44%, this is attributed to various factors including change in packaging and light weighting of materials.

- **Gold Box Audits**

2,600 gold boxes were awarded through the City's Gold Box Audit program in 2018. During the audits, staff noted that many residents did not have their green bins placed at the curb, which is a requirement, and also increased blue box contamination. These factors lead to only a 37% win rate for 2018.

- **Motion on Litter Containers for Drive-Thru Restaurants**

The motion was approved by Council, therefore requiring an adjustment to the Property Standards By-law to ensure that drive-thru restaurants have a garbage receptacle that is easily accessible to customers.

The Committee discussed concerns that were raised from restaurant owners regarding increased costs from illegal dumping in these containers, safety concerns for their employees.

- **Leaf & yard waste collection program**

Report PW18088 is included on the September 26, 2018 Council Agenda for approval. The report contains two parts: third party processing of green bin material; and the temporary removal of grass and leaf and yard waste from the green bin program.

The Report passed at Public Works Committee where positive feedback was received from Councillors in terms of having a six month lead time to prepare a communication plan for residents and develop an enforcement strategy for the temporary ban. Staff advised that the service level residents receive will not be impacted by the ban.

- **2019-2020 Recycling and Waste Guide Planning**

Staff advised that planning of the 2019 / 2020 Recycling and Waste Guide has begun. The guide will be in a booklet form and, if approved at Council, it will include additional information regarding the leaf and yard ban.

7. OTHER BUSINESS & GENERAL INFORMATION

- The City Clerk's office has advised that current Committee Members will continue in their roles until new members have been appointed.
- Discussed the mandate and purpose of the Waste Management Advisory Committee to ensure the Solid Waste Management Master Plan is being met and advise the Public Works Committee on issues related to waste management. Committee Member shared concerns that there were several issues this year that were not discussed at this Committee for members to provide input prior to being presented to Council.
- An update was provided to the Committee regarding the closure of the Central Composting Facility. Investigative reports to determine the cause of the odour are being finalized and staff are continuing to work with the Ministry of Environment, Conservation and Parks to ensure that restart process is efficient. To date, approximately 8,000 tonnes of organic material has gone directly to the landfill.
- Discussion occurred regarding the legal proceedings between the City and the Contractor for the operation of the City's MRF. The Contractor had approached the City to advise of ongoing challenges within recycling markets and seeking compensation. Staff and the Contractor entered into and completed negotiations. Following negotiations, City staff prepared an in-camera Recommendation Report for the General Issues Committee outlining recommendations related to the negotiations. Following Committee's decision, the Contractor provided an Official Statement of Claim.
- Committee Member provided suggestion to provide a brown bin, a plastic bin similar to the green bin, to residents to encourage separating leaf and yard materials.
- Staff to review opportunities for an agricultural waste program for disposal of items such as bail wrapping.

8. ADJOURNMENT

That, there being no further business the meeting adjourned at 2:15pm.

CONLEY/PASUTA

CARRIED



Hamilton

MINUTES

Waste Management Advisory Committee

Thursday February 7, 2019

1:30 p.m.

City Hall, 2nd Floor, Room 264

Present:

Chair: Councillor Maria Pearson
Vice-Chair: Councillor John-Paul Danko
Members: Kevin Hunt
Peter Hargreave

Also Present:

Craig Murdoch, Director of Environmental Services
Angela Storey, Manager of Business Programs
Rob Conley, Senior Project Manager, Landfills
Ryan Kent, Senior Project Manager, Waste Planning
Jacquie Colangelo, Project Manager, Community Outreach
Glenn Watt, Project Manager, Central Composting Facility
Mike Stelmach, Project Manager, Contracts

Regrets:

Joel McCormick, Manager of Waste Collection

Recorder:

Hayley Court-Znottko

1. CHANGES TO THE AGENDA

- 1.1 Councillor Maria Pearson and Councillor John-Paul Danko have been elected as Chair and Vice-Chair, respectively, of the Waste Management Advisory Committee for this term.
- 1.2 Item 6.1 - 2020 Waste System Contract Planning will include a presentation and will be discussed as Item 5.2.

- 1.3 Kevin Hunt has requested to add Item 7.2 Green Bins in Schools and Item 7.3 Plastic in Blast Furnaces.

2. DECLARATIONS OF INTEREST

None to declare

3. APPROVAL OF MINUTES OF PREVIOUS MEETING

- 3.1 Waste Management Advisory Committee Meeting Minutes, dated September 26, 2018

HUNT/HARGREAVE

CARRIED

4. CONSENT ITEMS

4.1 Waste Management Advisory Committee Terms of Reference

Committee members and staff reviewed the revised Terms of Reference for the Waste Management Advisory Committee that were distributed prior to the meeting. Further discussion occurred regarding method of gauging progress or success of the Solid Waste Management Master Plan implementation and other waste initiatives. It was determined that a review of the Solid Waste Management Master Plan objectives will be included as a recurring item on the WMAC Agenda.

5. PRESENTATIONS

5.1 Material Recycling Facility (MRF) Request for Proposals Update

Staff provided Committee members with an overview of the RFP process for the operation of the City's MRF, including anticipated timelines for release, evaluation and reporting the RFP results to the Public Works Committee on June 12, 2019. The RFP will permit proponents to bid on any combination of three project options for operating the MRF, included in Table 1 below.

A standard "Change of Law" clause will be included to address with any changes that may occur due to the Waste Free Ontario Act (WFOA) and the City will reserve the right to change the list of acceptable blue box materials due to fluctuating markets.

Table 1

	Status Quo	Hybrid Model	Transfer Station Model
Fibre Processing	On-site	Off-site	Off-site
Container Processing	On-site	On-site	Off-site

Marketing	Fibre and Containers by City and/or agent	Fibre by Contractor Containers by City and/or agent	Fibre and Containers by Contractor
Form of Proposal/ Financial Evaluation	Combined per tonne fee to process Fibre and Containers in Hamilton	Fibre – per tonne to load, transport & process at third party Containers – per tonne fee to process	Combined per tonne fee to load, transport & process Fibre and Containers at third party location
Revenue Share/Risk	City - 100%	Fibre – PPI* Formula Containers - City 100%	Fibre – PPI* Formula Containers - Formula Recycling.Net

5.2 2020 Waste System Contract Planning

Staff presented an overview of the RFP process for Waste Collection Services. The current contract expires in March 2021 and staff are preparing to issue the RFP in Q2/Q3 2019. A “Change of Law” clause will also be included in this contract to address any changes that may occur due to WFOA. Council has given direction to investigate opportunities for various service delivery methods for the City’s waste programs while retaining the current public/private service delivery model with no change in weekly collection days. Staff will investigate the use of technologies such as GPS, electronic customer service entry and routing software while preparing the RFP. Committee members inquired if climate change initiatives will be addressed and staff advised that there is a green fleet component in the evaluation of submissions.

6. DISCUSSION ITEMS

6.1 Waste-Free Ontario Act updates

A briefing note was provided to Committee members regarding status updates on the transition of four recycling programs to a full producer responsibility model. The Ministry is continuing to consult with municipalities and stakeholders on the blue box program, the tire recycling program, the waste electrical and electronic equipment recycling program and the municipal hazardous or special waste program.

Further discussion occurred surrounding the proposed blue box program and timelines for implementation. A proposed Blue Box Program Plan (BBPP) was rejected by the Minister of Environment, Conservation and Parks and direction was given to draft a new program plan with more meaningful consultation with municipalities. It is anticipated that municipalities and stakeholders will receive an update on discussions around a new BBPP through an upcoming AMO conference.

A reminder was provided regarding the Food and Organic Waste Policy Statement and the targets that municipalities must meet by certain dates in regards to waste reduction and resource recovery.

6.2 Operations Update

- **Central Composting Facility Re-Start Plan**

Operations at the Central Composting Facility (CCF) re-started on Monday February 4, 2019. Staff advised that capacity at the facility has been reduced to 20,000 tonnes until capital upgrades can be completed, which will allow for up to 40,000 tonnes of material. Currently, only Hamilton's green bin material is being processed at the facility. Previously, the Operator had contracts with other municipalities; however, these have either expired or processing has been moved to another facility.

On April 1, 2019, a temporary ban of leaf and yard material from the green bin program will begin. Separated leaf and yard material that is collected will be processed at the leaf and yard composting facility located at the Glanbrook landfill. Although the ban is temporary, staff recommends not to include grass in the CCF as grass is a potential source of odour, the cost of processing this material at the landfill is lower than at the CCF and the end use of the compost material produced at the landfill composting facility is unrestricted.

- **Glanbrook Landfill Stage 4**

In late 2018 a condition of the Environmental Compliance Approval (ECA) for the Glanbrook landfill was met that enables the use of 1.5M m³ of landfill capacity. In order for this condition to be removed, floodplains had to be established with the Niagara Peninsula Conservation Authority. This capacity translates to approximately 15 additional years of lifespan at the landfill, with an estimated closure date of 2058.

- **Solid Waste Management Master Plan (SWMMP) 5 Year Review**

Staff is preparing a report for the April 1, 2019 Public Works Committee to provide an update on the Solid Waste Management Master Plan and waste initiatives from the last five years, but will not include recommendations on new initiatives. It was determined that SWMMP review will become a standard agenda item for the Committee to discuss progress on objectives.

- **2019 / 2020 Recycling & Waste Guide**

Staff reviewed the new 2019 / 2020 Recycling & Waste Guide with Committee Members. The guide was redesigned for this year in order to include additional information on the changes to the Blue Box program and

the removal of leaf and yard waste from the Green Bin program. Along with the guide, residents will receive 12 blue trash tags and one Leaf & Yard Container sticker.

- **Public Works Committee Motion regarding Cannabis Packaging Recycling and Waste Control**

At the January 14, 2019 Public Works Committee, staff were directed to work with the Waste Management Advisory Committee to determine the types of packaging that is being used by vendors for the sale of legal cannabis and prepare a report that includes whether or not the materials are recyclable and the associated costs for recycling or disposal of these materials.

Staff has reviewed the various forms of government regulated packaging that can be used by individual producers for the Ontario Cannabis Store. Packaging generally includes both recyclable and non-recyclable plastics and are packaged by the gram. At this time it is difficult to determine the processing cost, as it is unknown how much material will be seen or if producers for the Ontario Cannabis Store will be paying into the blue box program.

Staff will prepare an Information Report for Council regarding cannabis packaging and the potential impacts for the City if they are able to be determined.

DANKO/HARGREAVE

CARRIED

7. OTHER BUSINESS & GENERAL INFORMATION

- 7.1 Staff offered Committee Members opportunity to tour the City's waste facilities in the spring.
- 7.2 Discussion occurred regarding the Green Bin program at Hamilton Wentworth Catholic District School board facilities. Green bins are breaking and schools have been advised that they will need to replace the bins at their own cost. Staff advised that under the current contract that is in place, the school should contact the School Board office to advise that they need replacement bins.
- 7.3 Discussed an article regarding the injection of coal and waste plastics into blast furnaces as a cost effective alternative to recycle the increasing amounts of waste plastics.

8. ADJOURNMENT

That, there being no further business the meeting adjourned at 3:20pm.

DANKO/HUNT

CARRIED



CITY OF HAMILTON
PUBLIC WORKS DEPARTMENT
Engineering Services Division

TO:	Chair and Members Public Works Committee
COMMITTEE DATE:	April 29, 2019
SUBJECT/REPORT NO:	Proposed Permanent Closure and Sale of a Portion of Public Unassumed Alley Abutting 255-261 Wellington Street North, Hamilton (PW19033) (Ward 2)
WARD(S) AFFECTED:	Ward 2
PREPARED BY:	Gary Kirchknopf (905) 546-2424 Ext. 7217 Cetina Farruggia (905) 546-2424 Ext. 5803
SUBMITTED BY:	Gord McGuire Director, Engineering Services Public Works
SIGNATURE:	

RECOMMENDATION(S)

That the application of the owner of 255-261 Wellington Street North, Hamilton, to permanently close and purchase a portion of the unassumed alleyway abutting the West side of 255-261 Wellington Street North, Hamilton, ("Subject Lands"), as shown on Appendix "A", attached to Report PW19033, be approved, subject to the following conditions:

- (a) That the applicant makes an application to the Ontario Superior Court of Justice, under Section 88 of the Registry Act, for an order to permanently close the Subject Lands, if required by the City, subject to:
 - (i) The General Manager of Public Works, or designate, signing the appropriate documentation to obtain any required court order; and
 - (ii) The documentation regarding any required application to the Ontario Superior Court of Justice being prepared by the applicant, to the satisfaction of the City Solicitor;

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SUBJECT: Proposed Permanent Closure and Sale of a Portion of Public Unassumed Alley Abutting 255-261 Wellington Street North, Hamilton (PW19033) (Ward 2) - Page 2 of 5

- (b) That the applicant be fully responsible for the deposit of a reference plan in the proper land registry office, and that said plan be prepared by an Ontario Land Surveyor, to the satisfaction of the Manager, Geomatics and Corridor Management Section, and that the applicant also deposit a reproducible copy of said plan with the Manager, Geomatics and Corridor Management Section;
- (c) That, subject to any required application to the Ontario Superior Court of Justice to permanently close the Subject Lands being approved:
 - (i) The City Solicitor be authorized and directed to prepare all necessary by-laws to permanently close and sell the alleyway, for enactment by Council;
 - (ii) The Real Estate Section of the Planning and Economic Development Department be authorized and directed to enter into any requisite easement agreements necessary to affect the orderly disposition of the Subject Lands and to proceed to sell the closed alleyway to the owners of 255-261 Wellington Street North, Hamilton, as described in Report PW19033, in accordance with the City of Hamilton Sale of Land Policy By-law 14-204;
 - (iii) The City Solicitor be authorized to complete the transfer of the Subject Lands to the owners of 255-261 Wellington Street North, Hamilton, pursuant to an Agreement of Purchase and Sale or Offer to Purchase as negotiated by the Real Estate Section of the Planning and Economic Development Department;
 - (iv) The City Solicitor be authorized and directed to register a certified copy of the by-laws permanently closing and selling the alleyway in the proper land registry office;
 - (v) The Public Works Department publish any required notice of the City's intention to pass the by-laws and/or permanently sell the closed alleyway pursuant to City of Hamilton Sale of Land Policy By-law 14-204;
- (d) That the applicant enters into agreements with any Public Utility requiring easement protection.

EXECUTIVE SUMMARY

The owners of 255-261 Wellington Street North, Hamilton have applied to close and purchase the Subject Lands in order to facilitate land assembly required for the development proposal associated with FC-18-094. The application was circulated internally and externally with no objections received from any City Departments, Divisions, or Public Utilities. There were 2 objections received from abutting land owners. Both objections brought issues regarding access to rear parking. As Council already

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SUBJECT: Proposed Permanent Closure and Sale of a Portion of Public Unassumed Alley Abutting 255-261 Wellington Street North, Hamilton (PW19033) (Ward 2) - Page 3 of 5

approved PW16053 which closed off the East/West leg of this alleyway, this new application does not change any current accesses. Staff reviewed concerns for one of the opposing land owners regarding being able to turn around within the alleyway, so the application was adjusted to accommodate a 4m hammerhead at the end of the Subject Lands in order to address this concern. As such, staff recommend the closure and sale of the Subject Lands to the owners of 255-261 Wellington Street North, Hamilton.

Alternatives for Consideration – See Page 5

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: The applicant has paid the Council approved user fee of \$4,454.00. The Subject Lands will be sold to the owners of 255-261 Wellington Street North, Hamilton as determined by the Real Estate Section of the Planning and Economic Development Department, in accordance with the City of Hamilton Sale of Land Policy By-law 14-204.

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

Legal: Subject to any required application to the Ontario Superior Court of Justice to permanently close the Subject Lands being approved, the City Solicitor will prepare all necessary by-laws to permanently close and sell the Subject Lands and will register such by-laws in the Land Registry Office once Council has approved the by-law. The by-law does not take effect until the certified copy of the by-law is registered in the proper land registry office. The City Solicitor will complete the transfer of the Subject Lands to the owners of 255-261 Wellington Street North, Hamilton, pursuant to an agreement negotiated by the Real Estate Section of the Planning and Economic Development Department.

HISTORICAL BACKGROUND

The Subject Lands consist of a portion of the North/South leg of the alleyway created by Registered Plan 287. The alleyway is travelled and unassumed. In 2016, Council approved report PW16053 which directed the City to close and sell the East/West leg of this alleyway to the owners of 222 Barton Street East, 263-265 Wellington Street North, Hamilton. On December 5, 2018, staff received an application from the owners of 255-261 Wellington Street North, Hamilton to close and purchase the Subject Lands in order to facilitate land assembly required for the development proposal associated with FC-18-094. The application was circulated internally and externally with no objections received from any City Departments, Divisions, or Public Utilities. There were 2 objections received from abutting land owners. Both objections brought issues regarding access to rear parking. As Council already approved PW16053 which closed off the East/West leg of

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SUBJECT: Proposed Permanent Closure and Sale of a Portion of Public Unassumed Alley Abutting 255-261 Wellington Street North, Hamilton (PW19033) (Ward 2) - Page 4 of 5

this alleyway, this new application does not change any existing accesses. Staff reviewed concerns for one of the opposing land owners regarding being able to turn around within the alleyway, so the application was adjusted to accommodate a 4m hammerhead at the end of the Subject Lands in order to address this concern. As such, staff recommend the closure and sale of the Subject Lands to the owners of 255-261 Wellington Street North, Hamilton.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

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

RELEVANT CONSULTATION

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

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

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

Bell has advised that they will require easement protection.

Notice of the proposal was sent to all abutting property owners of the Subject Lands, as shown on Appendix “B”, for comment. In this instance, there were 26 notices mailed, and the results are as follows:

In favour: 1

Opposed: 2

No comment: 0

Both objections brought issues regarding access to rear parking. As Council already approved PW16053 which closed off the East/West leg of this alleyway, this new application does not change any existing accesses. Staff reviewed concerns for one of the opposing land owners regarding being able to turn around within the alleyway, so the

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SUBJECT: Proposed Permanent Closure and Sale of a Portion of Public Unassumed Alley Abutting 255-261 Wellington Street North, Hamilton (PW19033) (Ward 2) - Page 5 of 5

application was adjusted to accommodate a 4m hammerhead at the end of the Subject Lands in order to address this concern.

ANALYSIS AND RATIONALE FOR RECOMMENDATION(S)

As there were no objections received from any City Departments, Divisions, or Public Utilities, and the 2 objections received from abutting land owners have been addressed, staff recommend the closure and sale of the Subject Lands to the owners of 255-261 Wellington Street North, Hamilton.

ALTERNATIVES FOR CONSIDERATION

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

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Built Environment and Infrastructure

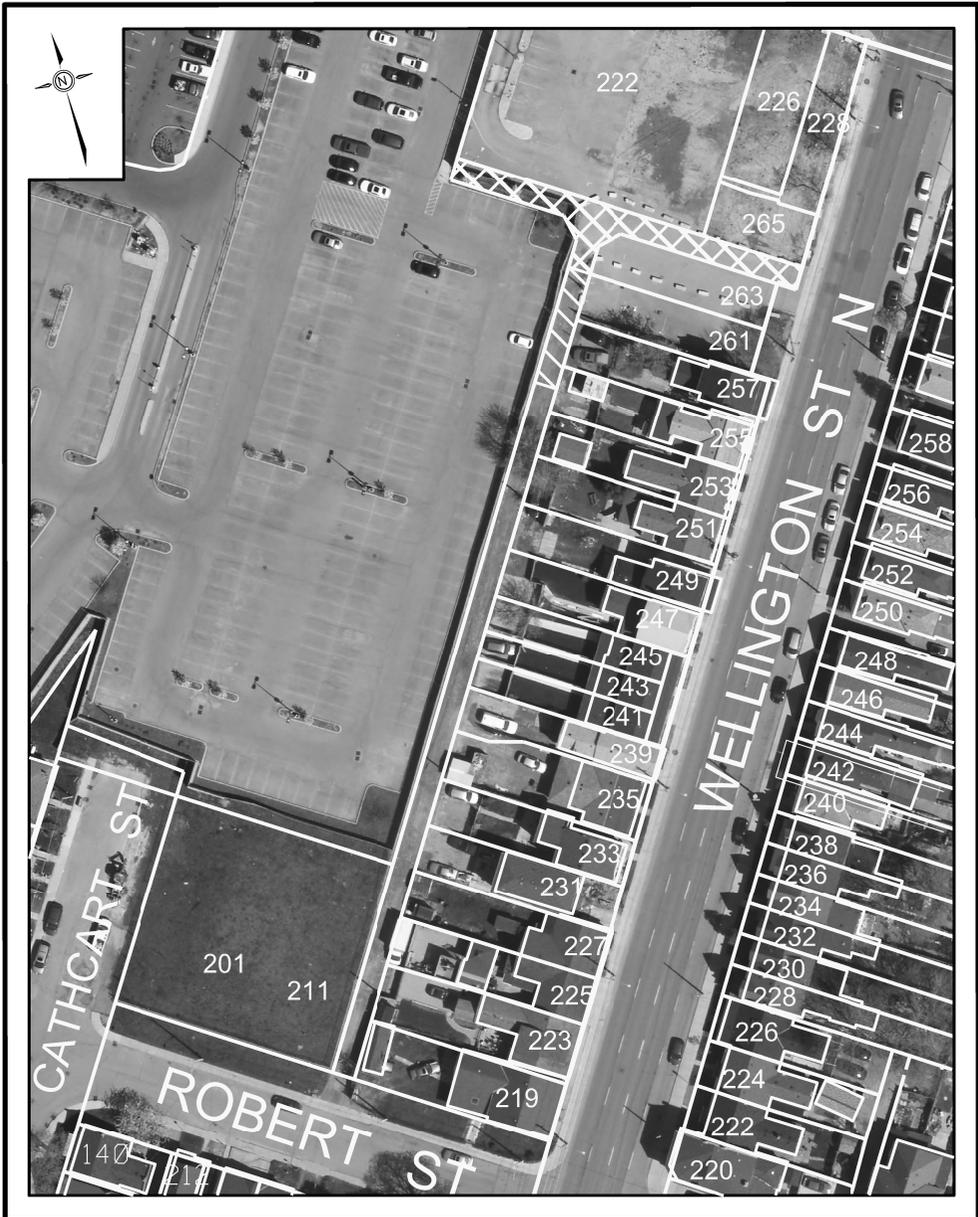
Hamilton is supported by state of the art infrastructure, transportation options, buildings and public spaces that create a dynamic City.

APPENDICES AND SCHEDULES ATTACHED

Appendix A: Aerial Drawing

Appendix B: Location Plan

APPENDIX A
REPORT PW19033



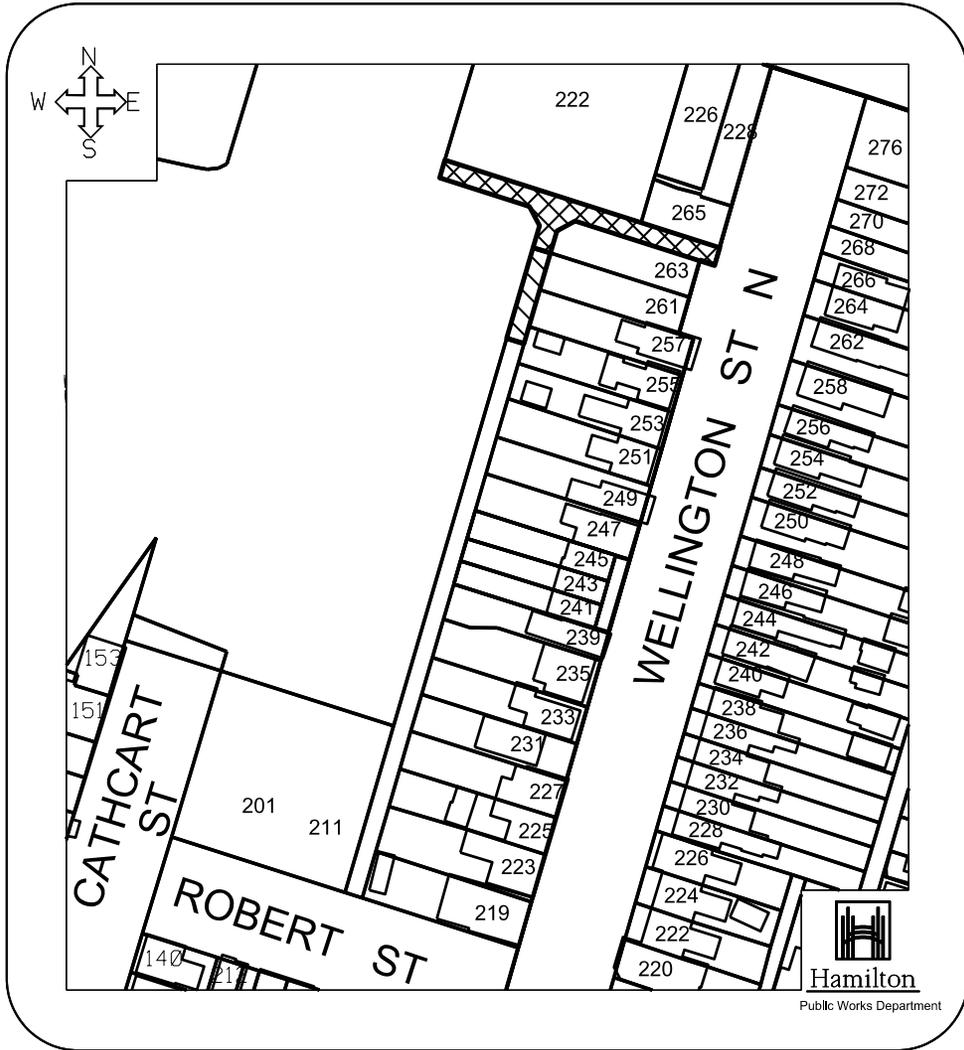
PROPOSED CLOSURE OF PORTION OF
UNASSUMED ALLEY AT
255 - 261 WELLINGTON STREET NORTH

Geomatics & Corridor Management Section
Public Works Department

LEGEND

-  LANDS TO BE CLOSED
-  LANDS APPROVED FOR CLOSURE THROUGH PW16053

APPENDIX B REPORT PW19033



LOCATION PLAN

PROPOSED CLOSURE OF
UNASSUMED ALLEY AT
255 - 261 WELLINGTON STREET
NORTH

CITY OF HAMILTON
PUBLIC WORKS DEPARTMENT

LEGEND

-  SUBJECT LANDS
-  LANDS APPROVED FOR CLOSURE THROUGH PW16053

DATE: DECEMBER 5, 2018

Not to Scale

REFERENCE FILE NO : PW19__

8.2(a)(a)

Form: Request to Speak to Committee of Council

Submitted on Tuesday, April 9, 2019 - 1:39 pm

==Committee Requested==

Committee: Public Works

==Requestor Information==

Name of Individual: Amber Lindsay

Name of Organization: UrbanSolutions Planning & Land
Development Consultants Inc.

Contact Number: 9055461087

Email Address: alindsay@urbansolutions.info

Mailing Address:

105 Main Street East, Suite 501
Hamilton, ON L8N 1G6

Reason(s) for delegation request: To speak to the item regarding an application for Permanent Closure and Sale of Alley abutting 255-261 Wellington St N.

Will you be requesting funds from the City? No

Will you be submitting a formal presentation? Yes

8.2(a)(b)

Form: Request to Speak to Committee of Council

Submitted on Wednesday, April 17, 2019 - 12:16 pm

==Committee Requested==

Committee: Public Works

==Requestor Information==

Name of Individual: Cameron Kroetsch

Name of Organization:

Contact Number: [REDACTED]

Email Address: [REDACTED]

Mailing Address:

[REDACTED]

Reason(s) for delegation request: To speak to the Public Works Committee at their Monday, April 29, 2019 meeting about the proposed permanent closure of alleys on Wellington and Colbourne in Ward 2.

Will you be requesting funds from the City? No

Will you be submitting a formal presentation? Yes

8.2(a)(c)

Form: Request to Speak to Committee of Council

Submitted on Thursday, April 18, 2019 - 10:21 am

==Committee Requested==

Committee: Public Works

==Requestor Information==

Name of Individual: Brenda Duke

Name of Organization: Beautiful Alleys

Contact Number: [REDACTED]

Email Address: hamiltonalleys@gmail.com

Mailing Address:

[REDACTED]

Reason(s) for delegation request: To speak to the subject of permanent alley closures on 255-261 Wellington Street North and 21 Colbourne

Will you be requesting funds from the City? No

Will you be submitting a formal presentation? Yes



CITY OF HAMILTON
PUBLIC WORKS DEPARTMENT
Engineering Services Division

TO:	Chair and Members Public Works Committee
COMMITTEE DATE:	April 29, 2019
SUBJECT/REPORT NO:	Proposed Permanent Closure and Sale of a Portion of Public Unassumed Alley Abutting 21 Colbourne Street, Hamilton (PW19032) (Ward 2)
WARD(S) AFFECTED:	Ward 2
PREPARED BY:	Gary Kirchknopf (905) 546-2424 Ext. 7217 Cetina Farruggia (905) 546-2424 Ext. 5803
SUBMITTED BY:	Gord McGuire Director, Engineering Services Public Works
SIGNATURE:	

RECOMMENDATION(S)

That the application of the owner of 21 Colbourne Street, Hamilton, to permanently close and purchase a portion of the unassumed alleyway abutting the West side of 21 Colbourne Street, Hamilton, ("Subject Lands"), as shown on Appendix "A", attached to Report PW19032, be approved, subject to the following conditions:

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

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SUBJECT: Proposed Permanent Closure and Sale of a Portion of Public Unassumed Alley Abutting 21 Colbourne Street, Hamilton (PW19032) (Ward 2) - Page 2 of 5

that the applicant also deposit a reproducible copy of said plan with the Manager, Geomatics and Corridor Management Section;

- (c) That, subject to any required application to the Ontario Superior Court of Justice to permanently close the Subject Lands being approved:
- (i) The City Solicitor be authorized and directed to prepare all necessary by-laws to permanently close and sell the alleyway, for enactment by Council;
 - (ii) The Real Estate Section of the Planning and Economic Development Department be authorized and directed to enter into any requisite easement agreements necessary to affect the orderly disposition of the Subject Lands and to proceed to sell the closed alleyway to the owners of 21 Colbourne Street, Hamilton, as described in Report PW19032, in accordance with the City of Hamilton Sale of Land Policy By-law 14-204;
 - (iii) The City Solicitor be authorized to complete the transfer of the Subject Lands to the owners of 21 Colbourne Street, Hamilton, pursuant to an Agreement of Purchase and Sale or Offer to Purchase as negotiated by the Real Estate Section of the Planning and Economic Development Department;
 - (iv) The City Solicitor be authorized and directed to register a certified copy of the by-laws permanently closing and selling the alleyway in the proper land registry office;
 - (v) The Public Works Department publish any required notice of the City's intention to pass the by-laws and/or permanently sell the closed alleyway pursuant to City of Hamilton Sale of Land Policy By-law 14-204;
- (d) That the applicant enters into agreements with any Public Utility requiring easement protection;
- (e) That the applicant enters into a private agreement with the owner of 218 MacNab Street North, Hamilton over the Northern portion of the Subject Lands, to allow this property owner unobstructed access to the rear of their property and that the applicant provide satisfactory evidence of the private agreement to the City Solicitor prior to the transfer of the Subject Lands.

EXECUTIVE SUMMARY

On June 21, 2016, staff received an application from the owner of 21 Colbourne Street, Hamilton to close and purchase the portion of the alleyway that abuts the west portion of their property in order to extend the limits of their rear yard. The applicant advised staff

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SUBJECT: Proposed Permanent Closure and Sale of a Portion of Public Unassumed Alley Abutting 21 Colbourne Street, Hamilton (PW19032) (Ward 2) - Page 3 of 5

that they were willing to provide a legal right of way over the northern portion of the alleyway to the owner of 218 MacNab Street North, Hamilton as this resident is the only other land owner who has historically been using the alleyway to access rear parking. There were no objections from any City Departments, Divisions, or Public Utilities. There were 2 objections received from land owners who do not directly abut the Subject Lands and are not negatively affected by this application. As the applicant is willing to enter in a private agreement with the owner of 218 MacNab Street North, Hamilton, and no other abutting land owners actively use the Subject Lands, staff are in support of the closure and sale to the owners of 21 Colbourne St, Hamilton.

Alternatives for Consideration – See Page 5

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: The applicant has paid the Council approved user fee of \$4,367.00. The Subject Lands will be sold to the owners of 21 Colbourne Street, Hamilton as determined by the Real Estate Section of the Planning and Economic Development Department, in accordance with the City of Hamilton Sale of Land Policy By-law 14-204.

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

Legal: Subject to any required application to the Ontario Superior Court of Justice to permanently close the Subject Lands being approved, the City Solicitor will prepare all necessary by-laws to permanently close and sell the Subject Lands and will register such by-laws in the Land Registry Office once Council has approved the by-law. The by-law does not take effect until the certified copy of the by-law is registered in the proper land registry office. The City Solicitor will complete the transfer of the Subject Lands to the owners of 21 Colbourne Street, Hamilton, pursuant to an agreement negotiated by the Real Estate Section of the Planning and Economic Development Department.

HISTORICAL BACKGROUND

The Subject Lands were created by Registered Plan 104. The alleyway is L-shaped with a North/South and East/West Leg. In 2017, Council approves report PW17040 authorizing the closure and sale of the Southern most portion of the North/South leg of the alleyway. This legally separates the North/South leg from the East/West Leg. On June 21, 2016, staff received an application from the owner of 21 Colbourne Street, Hamilton to close and purchase the portion of the alleyway that abuts the west portion of their property in order to extend the limits of their rear yard. The applicant advised staff that they were willing to provide a legal right of way over the northern portion of the

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SUBJECT: Proposed Permanent Closure and Sale of a Portion of Public Unassumed Alley Abutting 21 Colbourne Street, Hamilton (PW19032) (Ward 2) - Page 4 of 5

alleyway to the owner of 218 MacNab Street North, Hamilton as this resident is the only other land owner who has historically been using the alleyway to access rear parking. There were no objections from any City Departments, Divisions, or Public Utilities. There were 2 objections received from land owners who do not directly abut the Subject Lands and are not negatively affected by this application. Staff are in support of the closure and sale to the owners of 21 Colbourne St, Hamilton.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

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

RELEVANT CONSULTATION

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

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

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

Bell has advised that they will require easement protection.

Notice of the proposal was sent to all abutting property owners of the Subject Lands, as shown on Appendix "B", for comment. In this instance, there were 120 notices mailed, and the results are as follows:

In favour: 2

Opposed: 2

No comment:0

Neither of the opposed owners abut the subject lands. Their properties are not negatively affected by this application.

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SUBJECT: Proposed Permanent Closure and Sale of a Portion of Public Unassumed Alley Abutting 21 Colbourne Street, Hamilton (PW19032) (Ward 2) - Page 5 of 5

ANALYSIS AND RATIONALE FOR RECOMMENDATION(S)

As there were no objections received from any City Departments, Divisions, or Public Utilities, and no objections received from abutting land owners, staff support the closure and sale of the Subject Lands to the owners of 21 Colbourne Street, Hamilton.

ALTERNATIVES FOR CONSIDERATION

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

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Built Environment and Infrastructure

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

APPENDICES AND SCHEDULES ATTACHED

Appendix A: Aerial Drawing

Appendix B: Location Plan



Hamilton

PROPOSED CLOSURE OF PORTION OF UNASSUMED ALLEY
 AT 21 COLBOURNE STREET

Geomatics & Corridor Management Section
 Public Works Department

LEGEND

 Lands to be Closed

NTS
 07/26/2016
 Sketch By: LB



Hamilton
 Public Works Department

LOCATION PLAN

PROPOSED CLOSURE OF
 UNASSUMED ALLEY AT
21 COLBOURNE STREET

CITY OF HAMILTON
 PUBLIC WORKS DEPARTMENT

LEGEND



SUBJECT LANDS

DATE: October 24, 2016

Not to Scale

REFERENCE FILE NO : PW16_

8.3(a)(a)

Form: Request to Speak to Committee of Council

Submitted on Wednesday, April 17, 2019 - 12:16 pm

==Committee Requested==

Committee: Public Works

==Requestor Information==

Name of Individual: Cameron Kroetsch

Name of Organization:

Contact Number: [REDACTED]

Email Address: [REDACTED]

Mailing Address:

[REDACTED]

Reason(s) for delegation request: To speak to the Public Works Committee at their Monday, April 29, 2019 meeting about the proposed permanent closure of alleys on Wellington and Colbourne in Ward 2.

Will you be requesting funds from the City? No

Will you be submitting a formal presentation? Yes

8.3(a)(b)

Form: Request to Speak to Committee of Council

Submitted on Thursday, April 18, 2019 - 10:21 am

==Committee Requested==

Committee: Public Works

==Requestor Information==

Name of Individual: Brenda Duke

Name of Organization: Beautiful Alleys

Contact Number: [REDACTED]

Email Address: hamiltonalleys@gmail.com

Mailing Address:

[REDACTED]

Reason(s) for delegation request: To speak to the subject of permanent alley closures on 255-261 Wellington Street North and 21 Colbourne

Will you be requesting funds from the City? No

Will you be submitting a formal presentation? Yes



CITY OF HAMILTON
PUBLIC WORKS DEPARTMENT
Environmental Services Division

TO:	Chair and Members Public Works Committee
COMMITTEE DATE:	April 29, 2019
SUBJECT/REPORT NO:	Amendment to Solid Waste Management By-Law #09-067 (PW19030) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Ryan Kent (905) 546-2424 Extension 7686
SUBMITTED BY:	Craig Murdoch Director, Environmental Services Division Public Works Department
SIGNATURE:	

RECOMMENDATIONS

- (a) That Report PW19030, respecting changes to the Solid Waste Management By-law #09-067 be received;
- (b) That the By-law, attached as Appendix "A" to Report PW19030, which amends Solid Waste Management By-law No. #09-67 to prohibit leaf and yard waste in organic waste collection, which has been prepared in a form satisfactory to the City Solicitor, be approved by Council.

EXECUTIVE SUMMARY

This report provides rationale to amend the Solid Waste Management By-law to temporarily designate grass and leaf and yard waste as unacceptable items in the Green Bin program. On June 24, 2018, the Central Composting Facility (CCF) was temporarily shut down due to odour concerns. On September 26, 2018, Council approved the temporary removal of grass and leaf and yard waste in the green bin in support of the successful re-start of operations at the CCF. By banning these materials from the green bin, the City can maintain the current Ministry of Environment, Conservation and Parks (MECP) approved capacity at the CCF, reduce the potential for odours and eliminate organics being disposed of at the Glanbrook landfill. The amendment to the by-law will not cause a service reduction to residents as the current curbside collection program includes unlimited weekly collection of leaf and yard waste in acceptable brown paper bags or open top rigid containers. In order to enforce the

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**SUBJECT: Amendment to Solid Waste Management By-Law #09-067
(PW19030) (City Wide) - Page 2 of 4**

temporary removal of grass and leaf and yard waste which will come into effect April 1, 2019, staff is asking Council to approve the recommendations in this report.

Alternatives for Consideration – See page 4

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: There are no financial implications associated with the recommendations.

Staffing: There are no staffing implications associated with the recommendations.

Legal: There are no legal implications associated with the recommendations. Legal Services provided advice in the preparation of the amendments to the by-law.

HISTORICAL BACKGROUND

On June 24, 2018, City staff initiated a shutdown of the CCF in response to odour concerns by residents in the surrounding neighbourhood. As part of the shutdown, the City immediately stopped accepting organic material from both Hamilton's Green Bin program and other municipalities. During the shutdown all City generated organic material collected through the green bin program was going to the Glanbrook landfill for final disposal with a small amount being sent to a third party processor.

Report PW18088 included a recommendation to temporarily remove grass and leaf and yard waste as acceptable material within the City's Green Bin program. Removing grass and leaf and yard waste from the green bin program allows the City to operate within the new annual capacity of the CCF as approved by the MECF, reduces the potential for odours in the composting process, promotes waste diversion from landfill and supports the successful re-start of CCF operations. Report PW18088 was approved by Council on September 26, 2018 and the recommendation to remove grass and leaf and yard waste from the Green Bin program is scheduled to come into effect April 1, 2019. Approving the removal well in advance of that date allowed for time to communicate the change to residents. Since October 2018, staff have been communicating the impending program change to residents via direct mail such as a postcard and the annual recycling and waste calendar, the City's website and social media channels and numerous advertising tactics. In addition to communicating the removal of grass and leaf and yard waste from the green bin program staff are educating and advertising the use of the weekly unlimited curbside leaf and yard waste program.

On February 4, 2019, the CCF received Source Separated Organic material for the first time since the shutdown at a reduced rate and will continue to receive material up to an annual rate of 20,000 tonnes.

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**SUBJECT: Amendment to Solid Waste Management By-Law #09-067
(PW19030) (City Wide) - Page 3 of 4**

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

There are no relevant corporate policies which may be affect if Council approves the recommendations.

RELEVANT CONSULTATION

Public Works staff worked with staff from the Legal Services Division of the Corporate Services Department to draft the amendment to the by-law.

ANALYSIS AND RATIONALE FOR RECOMMENDATION(S)

Report PW18088, approved by Council on September 26, 2018 included a recommendation to temporarily remove grass and leaf and yard waste as acceptable material within the City's Green Bin program. At that time, all organic waste from the curbside green bin program was being landfilled as the CCF was closed to incoming material with a small amount being sent to a third party processor.

Rationale for the temporary removal of grass and leaf and yard waste from the green bin includes limiting the amount of organic material going to landfill which will assist with the City's overall rate of waste diversion, meeting the CCF new maximum tonnage capacity as approved by the MECP, reducing the potential for odours from the composting process and to promote the current unlimited weekly leaf and yard waste collection program. By banning this material, staff have been and will continue to provide communication and education to residents to encourage the use of their green bin for food waste and soiled paper products and to use open top rigid containers, kraft paper bags or bushel baskets for curbside collection of leaf and yard waste.

There are three required amendments to Solid Waste Management By-law 09-067 to formally ban grass and leaf and yard waste in the green bin:

- (1) In the definition of Organic Waste in section 1.1, remove the word yard from the definition and remove item (b) so that the definition reads as follows:

Organic Waste means animal and vegetable waste, excluding household pet waste and including, but not limited to, the following kitchen and other source separated organic waste materials:

- (a) baked goods, bone, coffee filters and grounds, tea bags, dairy products, eggs, grains, meat, fish, poultry, pasta, vegetables, fruits, peelings and nut shells; or

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**SUBJECT: Amendment to Solid Waste Management By-Law #09-067
(PW19030) (City Wide) - Page 4 of 4**

(2) soiled newsprint, paper bags, greasy pizza boxes, paper towels and microwave popcorn bags;

In the definition of Unacceptable Organic Waste in section 1.1, insert in alphabetical order:

- (a) Leaf and Yard Waste;
- (b) Grass clippings;
- (c) Plants;
- (d) Leaves;
- (e) Flowers; and

(3) Vegetable Garden;

In section 8.4 Conditions for Leaf and Yard Waste Collection, remove item (iv) so that it reads as follows:

No Owner or Occupant shall set out for collection, or permit to be set out for collection, any leaf and yard waste except in accordance with subsections (a) to (f) inclusive.

- (a) The only permitted containers for leaf and yard waste are:
 - (i) a rigid, reusable container with the lid removed;
 - (ii) a kraft paper bag with the top folded over; or
 - (iii) a bushel basket.

ALTERNATIVES FOR CONSIDERATION

If amending the Solid Waste Management By-Law #09-067 is not approved, Collection staff will continue to collect grass and leaf and yard waste placed in green bins at the curb and dispose of it as waste at the Glanbrook Landfill. Outreach staff will continue educating residents to use the curbside leaf and yard waste program for all leaf and yard waste. Landfilling would be required to maintain the new CCF operational capacity of 20,000 tonnes and to reduce the potential for odours in the composting process. Thereby maintaining the requirement of the Environmental Compliance Agreement with the MECP.

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Clean and Green

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

APPENDICES AND SCHEDULES ATTACHED

Appendix “A” - Amendment to By-law 09-067

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Appendix "A"
Report PW19030
Page 1 of 2

Authority: Item X, Public Works Committee
(PW19030)
CM:
Ward: City Wide

Bill No.

CITY OF HAMILTON
BY-LAW NO.

**To Amend Solid Waste Management By-law No. 09-067, as amended
To Prohibit Leaf and Yard Waste in Organic Waste Collection**

WHEREAS the City of Hamilton's Central Composting Facility is unable to accept leaf and yard waste as part of "green bin" waste collection until further notice.

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

1. That Solid Waste Management By-law No. 09-067 is amended as indicated in the following subsections by deleting the text that is struck out and adding the text that is underlined:

(1) In the definition of "Organic Waste" in section 1.1:

"Organic Waste" means animal and vegetable waste, excluding Household Pet Waste and including, but not limited to, the following kitchen and other source separated organic waste materials:

- (a) baked goods, bone, coffee filters and grounds, tea bags, dairy products, eggs, grains, meat, fish, poultry, pasta, vegetables, fruits, peelings and nut shells; or
- (b) soiled newsprint, paper bags, greasy pizza boxes, paper towels and microwave popcorn bags;

(2) In the definition of "Unacceptable Organic Waste" in section 1.1 insert in alphabetical order;

- (a) Leaf and Yard Waste;
- (b) Grass clippings;
- (c) Plants;
- (d) Leaves;

- (e) Flowers;
- (f) Vegetable Garden;

(3) 8.4 Conditions for Leaf and Yard Waste Collection

No Owner or Occupant shall set out for collection, or permit to be set out for collection, any Leaf and Yard Waste except in accordance with subsections (a) to (f) inclusive.

- (a) The only permitted Containers for Leaf and Yard Waste are:
 - (i) a rigid, reusable Container with the lid removed;
 - (ii) a kraft paper bag with the top folded over; or
 - (iii) a bushel basket;

2. This By-law comes into force on April 1, 2019.

PASSED this ____ day of _____, 2019.

F. Eisenberger
Mayor

J. Pilon
Acting City Clerk



CITY OF HAMILTON
PUBLIC WORKS DEPARTMENT
Hamilton Water Division

TO:	Chair and Members Public Works Committee
COMMITTEE DATE:	April 29, 2019
SUBJECT/REPORT NO:	DWQMS Operational Plan Summary Report (PW19031) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Cari Vanderperk (905) 546-2424 Ext. 3250 Susan Girt (905) 546-2424 Ext. 2671
SUBMITTED BY:	Andrew Grice Director, Hamilton Water Public Works Department
SIGNATURE:	

RECOMMENDATION(S)

- (a) That Appendix "A" attached to Report PW19031 respecting the Drinking Water Quality Management System Operational Plan Summary Report be approved;
- (b) That the Mayor, City Clerk, General Manager of Public Works and Director of Hamilton Water, be authorized and directed to execute the Drinking Water Quality Management System Operational Plan Summary Report by signing the Commitment and Endorsement page within the Summary Report.

EXECUTIVE SUMMARY

The Hamilton Water Division developed a Drinking Water Quality Management System (DWQMS) which was endorsed by Council in 2008. The DWQMS meets Ontario's legislative requirements under the *Safe Drinking Water Act*, 2002, Ontario Regulation (O.Reg.) 188/07, and the Ministry of Environment, Conservation and Parks' (MECP) Drinking Water Quality Management Standard.

The "Owner" of a drinking water system (Mayor and Council) have specific responsibilities under the legislation which include the endorsement of the DWQMS Operational Plan. The Hamilton Water Division acts as the "operating authority" for our drinking water systems and is responsible for the development of the DWQMS Operational Plan and all ancillary documentation. The original DWQMS Operational

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**SUBJECT: DWQMS Operational Plan Summary Report
(PW19031) (City Wide) - Page 2 of 5**

Plan was submitted to the MECP by the legislated deadline of January 1, 2009 and subsequent updates have been submitted to maintain our Drinking Water System licences.

Staff have completed Drinking Water Due Diligence Training (Standard of Care) sessions for the Mayor and Council and the Hamilton Water Senior Management Team. The purpose of the training was to formally advise the Owner of the legislative framework for drinking water and their responsibilities under the *Safe Drinking Water Act* and DWQMS System.

In 2019, the DWQMS Operational Plan Summary Report was revised to reflect the current Hamilton Water organizational structure, new public locations of the DWQMS Operational Plan Summary Report and current operating procedures. As required by the DWQMS Standard, Top Management (General Manager of Public Works and the Director of Hamilton Water) for the DWQMS is seeking Council's endorsement of the 2019 revision of the DWQMS Operational Plan Summary Report, attached as Appendix "A" to Report PW19031.

Alternatives for Consideration – See Page 4

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: All costs to support the Operational Plan were approved as part of the 2019 Rate Budget.

Staffing: There are no staffing impacts associated with this report.

Legal: Appendix "A" to Report PW19031 satisfies the City's obligations under O. Reg. 188/07 and the requirement to have an approved Operational Plan for a Municipal Drinking Water Licence.

HISTORICAL BACKGROUND

The DWQMS Operational Plan was first required to be submitted to the MECP by January 1, 2009. Council endorsed the DWQMS Operational Plan on November 12, 2008 and it was submitted to the MECP and the accreditation body (Canadian General Standard Board) for acceptance prior to the January 1, 2009 legislated deadline. The DWQMS Operational Plan Summary Report is re-endorsed every four years following the municipal election cycle and once new Council members attend Standard of Care training. The latest DWQMS Operational Plan Summary Report was signed in 2015.

The 2019 version of the DWQMS Operational Plan Summary Report requires the signing of the Commitment and Endorsement by the "Owner". New Councillors elected in the 2018 Hamilton Municipal Election have attended Standard of Care training in

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**SUBJECT: DWQMS Operational Plan Summary Report
(PW19031) (City Wide) - Page 3 of 5**

Q1/Q2 2019. At this time, it is being requested that Council re-endorse the DWQMS Operational Plan Summary document.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

The DWQMS Operational Plan Summary Report meets the intent of the DWQMS Policy approved by Council on June 27, 2007 (PW07095).

The DWQMS will assist in the promotion of a healthy environment and secure services. The DWQMS supports Hamilton Water's ability to continue the provision of clean, safe drinking water to City of Hamilton customers and, therefore, enhances the Hamilton community and its citizens' quality of life. The DWQMS has enhanced planning and communication related to water operations, subsequently enhancing the security and readiness of the Operating Authority to address nonconforming water incidents, if they occur. Of environmental interest, the DWQMS is a sub-system of the Division-wide Beyond Compliance Operating System (BCOS). BCOS is an environmental, health & safety management system which continues to expand and improve Hamilton Water processes.

RELEVANT CONSULTATION

Staff have hosted Drinking Water Due Diligence (Standard of Care) training sessions for the Mayor, Council, City Manager, Senior Management Team of Hamilton Water, General Manager of Public. The purpose of the training was to formally inform the Owner of the legislative framework for drinking water and its responsibilities under the *Safe Drinking Water Act* and DWQMS System.

Following the original and re-endorsements of the DWQMS Operational Plan Summary Report, signed copies of the DWQMS Operational Plan Summary Report are made available to the public on the City's website, Clerk's Office, City Hall and the Hamilton Water storefront at 330 Wentworth. In addition, the MECP Accreditation Body verifies that the "Plan" meets the requirements of the DWQMS Standard. The auditor from the Accreditation Body completed the re-Accreditation Audit in May 2018 and recommended the City of Hamilton for re-Accreditation. A new Certificate of Accreditation was issued on August 17, 2018.

ANALYSIS AND RATIONALE FOR RECOMMENDATION(S)

The DWQMS Operational Plan Summary Report is an integrated document for all five Hamilton Drinking Water Systems (DWSs) including the Hamilton (Woodward and Fifty Road (distribution only) sub-systems); and the Carlisle, Freelon, Greenville and Lynden communal well DWSs.

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**SUBJECT: DWQMS Operational Plan Summary Report
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A full copy of the DWQMS Operational Plan Summary Report is attached as Appendix “A” to Report PW19031. The DWQMS Operational Plan Summary Report provides a concise summary of the entire DWQMS and refers to the more detailed Level III system procedures and records.

The Operational Plan must be endorsed by the System Owner and Top Management of the Drinking Water System(s). As such, Section 3.0 of the Operational Plan Summary Report includes a section entitled Commitment and Endorsement. Space has been allotted for the signatures of the Mayor and City Clerk as signing authority for the Owner, and the General Manager of Public Works and the Director of Hamilton Water as Top Management of the Operating Authority. Signatures will be added after Council endorses the DWQMS Operational Plan Summary Report as evidence of Owner and Operating Authority’s commitment and endorsement.

ALTERNATIVES FOR CONSIDERATION

The signing of the Commitment and Endorsement of the DWQMS Operational Plan Summary Report by the Owner (Council) is a legal requirement under the *Safe Drinking Water Act* and the related O. Reg. 188/07 entitled Licensing of Drinking Water Systems. Council has the option of not signing the DWQMS Operational Plan, but the absence of an approved Operational Plan is considered a non-compliance which may lead to Orders or possibly charges under the Act.

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Community Engagement and Participation

Hamilton has an open, transparent and accessible approach to City government that engages with and empowers all citizens to be involved in their community.

Economic Prosperity and Growth

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

Healthy and Safe Communities

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

Built Environment and Infrastructure

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

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**SUBJECT: DWQMS Operational Plan Summary Report
(PW19031) (City Wide) - Page 5 of 5**

Our People and Performance

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

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" - Drinking Water Quality Management System Operational Plan Summary Report.



Hamilton

<i>Title:</i> DWQMS Operational Plan Summary Report			
<i>Document #</i>	<i>PW-WW-R-001-002</i>	<i>Document Level</i>	<i>3 (Divisional)</i>
<i>Issue #:</i>	<i>6</i>	<i>Issue Date:</i>	<i>February 2019</i>

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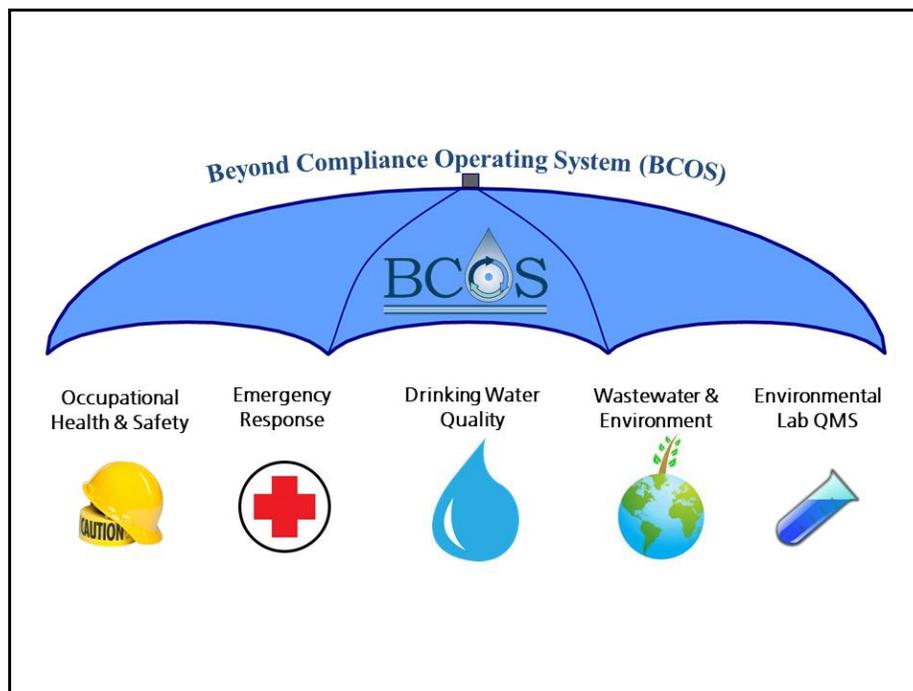


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Preface

A key priority of the Hamilton Water Division (HW) of the City of Hamilton (COH) is to ensure the protection of worker health, public health, property, and the environment. To support this objective, HW has developed the Beyond Compliance Operating System (BCOS). BCOS is an environmental, health and safety management system. Its successful implementation and use is a key component of our continuous improvement process and supports an environment, health and safety (EHS) compliance culture throughout HW. BCOS will strive to conform to environmental and occupational health and safety standards and is an umbrella program that oversees conformance to the Drinking Water Quality Management System (DWQMS), the Environmental Laboratory QMS, and future QMS (Occupational Health and Safety, Wastewater, etc). Select DWQMS elemental procedures have been integrated with BCOS procedures. Integrated procedures are identified through the "BCOS + DWQMS" text in the procedure title. Procedures pertaining to DWQMS alone are identified by the "DWQMS" in the procedure title. The figure below identifies BCOS as an "umbrella" program that supports other scoped management systems of HW.

BCOS Framework & DWQMS





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Access to Reports

The DWQMS Operational Plan Summary Report is posted on the COH website and DWQMS Operational Plan Binders are available at the Clerk's Office, City Hall and the Hamilton Water storefront at 330 Wentworth.

The DWQMS Operational Plan Summary Report is also accessible to staff through the BCOS Database, Sectional Workspaces and the internal DWQMS website.

1 QUALITY MANAGEMENT SYSTEM

1.1 Purpose

The purpose of the DWQMS Operational Plan is to document the COH's DWQMS as part of the City's efforts to ensure that clean, safe, and reliable drinking water is supplied to all of its customers. The DWQMS Operational Plan meets and sometimes exceeds the requirements of the Ministry of the Environment, Conservation and Parks (MECP) Drinking Water Quality Management Standard.

1.2 Scope

This DWQMS Operational Plan applies to HW which is the Operating Authority for the City's drinking water systems (DWSs).

HW has developed an integrated DWQMS Operational Plan Manual. The majority of the documents in the DWQMS Operational Plan pertain to all five of the City's DWSs. The use of integrated procedures ensures the DWQMS is efficient and effectively communicates common requirements for the DWSs to HW staff. The DWS descriptions are system specific descriptions of the City's DWSs. The DWQMS Operational Plan also includes a map entitled "Drinking Water Systems – DWS" which illustrates the geographic scope of the City's water distribution systems.

1.3 Definitions

AWQI	Adverse Water Quality Incident. Any situation where the drinking water in the system (treatment / distribution) does not meet the requirements listed in O. Reg. 170/03 Schedule 16
BCOS	Beyond Compliance Operating System – Environmental, Health and Safety Management System for the Hamilton Water Division. BCOS is an umbrella system to the Environmental Laboratory QMS and DWQMS sub-systems.



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BLT	BCOS Lead Team. Includes SMR, Compliance Support Group, staff representatives (QA Supervisors or equivalent) from the Hamilton Water Division.
C&R Section	Compliance and Regulations Section
CD Section	Capital Delivery Section
CHEL QMS	City of Hamilton Environmental Laboratory (CHEL) Quality Management System (QMS). CHEL is accredited to ISO/IEC 17025 - general requirements for the competence of testing and calibration laboratories for specific tests which are listed in their scope of accreditation. If testing laboratories comply with the requirements of ISO/IEC 17025, they operate a QMS for their testing activities that also meets the principles of ISO 9001.
CMMS	Computerized Maintenance Management System
Controlled Document	Document deemed to be important to the functioning of Hamilton Water Division, as updated, reviewed, approved by the indicated staff, and authorized for release and distribution. The document is available to staff in a format that cannot be modified (i.e. BCOS Database) without appropriate approval. The document available to staff is always the most current version of the document. The document is subject to monitoring, auditing and update. Controlled documents have a unique BCOS issuance number. Includes: procedures, manuals, checklists, forms, templates, lists, visual aids, guidelines and brochures.
COH	City of Hamilton
Corrective Action	Action to eliminate the cause of a detected non-conformance or non-compliance.
CS&CO Section	Customer Service and Community Outreach Section
DWQMS	Drinking Water Quality Management System of the Hamilton Water Division.
DWS	Drinking Water System



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E2	The Environmental Emergency (E2) Regulations came into force under the authorities of the Canadian Environmental Protection Act, 1999 (CEPA 1999). The E2 Regulations were put in place to enhance the safety of the environment and human life and health of Canadians by preventing, preparing for, responding to and recovering from environmental emergencies. Under the E2 Regulations, any person who owns or has the charge, management or control of a listed substance on a fixed facility may be required to: <ul style="list-style-type: none"> • identify substance and place; • prepare an environmental emergency plan (E2 plan); • implement, update and test the E2 plan annually; • provide notice of closure or decommissioning; and • report environmental emergencies involving regulated substances.
EQH&S	Environmental, quality, health and safety
Hamilton Water (HW)	The Hamilton Water Division, which is the water and wastewater Operating Authority for the City of Hamilton.
HW - SMT	The Hamilton Water Senior Management Team includes the Directors & Section Managers of the Hamilton Water Division
IPS	Infor Public Sector (formerly HANSEN). Departmental and cross-sectional modular software system, offering a variety of packages designed to handle different aspects of municipal operations such as infrastructure assets inventory, work management, stock inventory systems, service applications and call centers, licensing and enforcement.
Level III System Procedure	A procedure which relates to the Hamilton Water Division, but may not fall under the scope of the DWQMS. Related to how Divisional activity is conducted. May be related to the DWQMS but does not provide direction on how DWQMS item is being addressed.
Level III DWQMS Procedure	A procedure which relates to the Hamilton Water Division and falls under the scope of the DWQMS.
Level IV Procedure	Sectional Procedure



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Level V and Higher Procedure	Procedure within units of the sections within the Hamilton Water Division, broken down / organized based on criteria and requirements set by each section.
OIC	Operator in Charge
ORO	Overall Responsible Operator
Operating Authority	Staff within Hamilton Water Division responsible for the operation, maintenance and provision of support services to the COH DWSs (including water treatment and distribution)
Owner (AWQI)	Manager Compliance & Regulations (Owner for the purpose of adverse water notifications) or Superintendent of CHEL or designate (Owner backup).
Owner (DWS)	Every person who is a legal or beneficial owner of the City's Drinking Water Systems. Since the City's DWSs are publicly owned and operated, the Mayor and Council of the City of Hamilton have been identified as Owners of the City's DWSs.
PMATS Section	Plant Maintenance & Technical Services Section
PO Section	Plant Operations Section
Preventive Action	Action to eliminate the cause of a <i>potential</i> non-conformance (an action or lack of action that is not a non-conformance, however, over time could lead to a non-conformance).
QA	Quality Assurance - planned and systematic pattern of actions necessary to ensure that management and technical controls are being followed.
Regulators	Regulatory bodies which oversee activities, products and services of the Hamilton Water Division including Ministry of the Environment, Conservation and Parks (MECP), Ministry of Labour (MOL), Public Health Services (PHS) and others.
Scoped Level III Document	A procedure, or other document, that applies to 2 or more but not all the sections of the Hamilton Water Division.
SMR	Systems Management Representative (for both the BCOS and DWQMS Systems) - Manager of Compliance and Regulations Section. Equivalent to QMS Representative as described in the DWQMS Standard.



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SMT (DWQMS) The DWQMS Senior Management Team, includes the Directors and Section Managers of the Hamilton Water Division.

Top Management (DWQMS) The General Manager of Public Works and the Director of Hamilton Water have been identified as Top Management of the DWSs.

WD&WWC Section Water Distribution & Wastewater Collection Section

WWPC Water & Wastewater Planning & Capital

WWWSP or WWSP Water & Wastewater Systems Planning

2 QUALITY MANAGEMENT SYSTEM POLICY

The DWQMS Policy was endorsed by the Owner (Mayor and Council) on June 27, 2007 and has since been re-formatted into the visual aid shown on page 8. The DWQMS Policy is posted internally at several HW facilities. It has been communicated to HW staff during the following events:

- BCOS and DWQMS System Awareness training and DWQMS Refresher training
- Annual internal audits
- New staff BCOS Database and DWQMS training sessions

The DWQMS Policy is communicated to the public through posting on the City's website.



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DWQMS Policy

**DRINKING WATER
QUALITY MANAGEMENT
SYSTEM POLICY**

The City of Hamilton owns, maintains and operates various drinking water systems. The City is committed to:

S *Safe, high quality, consistent supply of drinking water*

A *Always improving the Drinking Water Quality Management System*

F *Following and complying with applicable legislation*

E *Effective and open communication with the community concerning matters of drinking water quality*

BCOS
BEYOND COMPLIANCE
OPERATING SYSTEM

Hamilton





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3 COMMITMENT AND ENDORSEMENT

The Owner (Mayor and Council) and Top Management (General Manager of the Public Works and the Director of HW) of the Operating Authority (HW) support the development, implementation, maintenance, and continual improvement of the DWQMS, which supports the COH's five DWSs. The Owner acknowledges their role through the receipt and review of DWQMS reports related to the adequacy of infrastructure, audits and management reviews, and by provision of resources to support the DWQMS. Top Management of the Operating Authority includes the General Manager of the Public Works and the Director of HW. Top Management supports the DWQMS through provision of resources, ensuring staff are aware of relevant legal requirements, and supporting DWQMS communications. The Owner and Top Management attend Safe Drinking Water Act Due Diligence Training and Standard of Care training. The training sessions include an overview of Ontario's legal framework for drinking water and Owner and Top Management's roles and responsibilities.

The DWQMS Operational Plan was originally endorsed by Council on November 12, 2008 and is re-endorsed at minimum every four years, following the municipal election cycle. The signatures below serve as evidence of the endorsement of the DWQMS Operational Plan Manual.

Fred Eisenberger
Mayor
DWS Owner Representative

Dan McKinnon
General Manager, Public Works Department
DWQMS Top Management Representative

Janet Pilon
Deputy City Clerk
(*Signing Authority on behalf of Council*)

Andrew Grice
Director Hamilton Water Division
DWQMS Top Management Representative



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4 QUALITY MANAGEMENT SYSTEM REPRESENTATIVE

The Manager of the Compliance & Regulations Section, has been appointed as the Systems Management Representative (SMR) for the DWQMS and BCOS. The SMR is responsible for:

- Ensuring that the DWQMS is established, implemented, and maintained;
- Reporting to Top Management and SMT regarding DWQMS performance including recommended continual improvement initiatives;
- Promoting awareness of the DWQMS and of HW staff roles and responsibilities;
- Overseeing the document control process including the development, review, approval and release of DWQMS System procedures and revoking obsolete documents;
- Ensuring that HW and other staff are aware of all applicable legal requirements related to their duties and the DWQMS; and
- Managing the DWQMS Internal Audit Program.

5 DOCUMENT AND RECORDS CONTROL

5.1 Control of Documents

A procedure has been developed that outlines document control processes for the Operating Authority. The procedure entitled BCOS + DWQMS Control of Documents (PW-WW-P-010-001) is an integrated procedure (BCOS + DWQMS) that applies to the Operating Authority. The purpose of this procedure is to control the issue, change, and approval of documents, ensuring that only up to date, approved documentation is used by Operating Authority staff. The Control of Documents procedure also ensures that staff can locate and access documents relevant to their work, in the format most suitable to their work, whether the documents are created internally or externally to the Operating Authority.

BCOS and DWQMS documentation can be identified using a unique numbering system specified in the Control of Documents Procedure (PW-WW-P-010-001). The BCOS Database stores and protects DWQMS procedures and also has the ability to track all reviews, revisions, and approvals to procedures. HW staff access DWQMS procedures through the BCOS Database or specialized sectional workspaces. Sectional workspaces help to ensure efficient access to Level III, IV and V DWQMS procedures.



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Level III procedures which apply to all HW Sections are considered Non-Scoped and procedures which apply to 2 or more but not all Sections of HW are considered Scoped procedures. Level III procedures are developed by the Compliance Support Group (CSG) or by an individual with the relevant technical background. Level III procedures are reviewed by BLT Members, SMT, and other staff if applicable.

Final approval of Level III procedures is completed by the Director of HW, for scheduled reviews, and by the System Management Representative for non-scheduled reviews. As stated, the BCOS Database tracks the document release, review, and approval process. The need for Level IV and V Sectional Documents is determined by each Section Manager and/or other Senior Sectional staff. A Sectional staff member is assigned responsibility for development of the draft procedure. The corresponding Section Manager approves Level IV and V procedures.

Electronic copies of documents are considered to be Controlled Documents. Hard copies of these documents are considered to be uncontrolled copies unless categorized as controlled with an electronic or physical stamp stating "This is a Controlled Document. Do Not Photocopy" printed or stamped in the footer or other location on the page. Hardcopy-Controlled documents are stored in designated locations and are updated by CSG, the QA Supervisor or equivalent, Administrative Assistant or the Section representative.

The review cycle of all DWQMS procedures is listed in BCOS + DWQMS Control of Documents (PW-WW-P-010-001), Operational Plan Procedure Review Frequency (PW-WW-L-010-004) and in the BCOS Database. Should there be discrepancies between the procedure, the list and BCOS, the frequency in the list will be taken as the correct review period. Obsolete documents are retained within the BCOS Database but only limited staff have access to obsolete documentation.

5.2 Control of Records

A procedure has been developed that outlines record control processes for the Operating Authority. Control of Records (PW-WW-P-016-001) is an integrated procedure (BCOS + DWQMS) that applies to all HW sections. The purpose of this procedure is to ensure that both COH and externally generated non-COH records identified as critical to the BCOS and DWQMS Systems are properly collected, identified, accessed, filed, stored, maintained, reviewed, and disposed of after their designated retention times.

Record profiles are developed in the BCOS Database which identify record type, record name, record identification method, storage location, retention time, person



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responsible, and review frequency. At minimum, record profiles are created for critical records which are records related to regulatory or legal requirements. In some cases, records are uploaded or attached to the record profiles. Record retention times are defined in individual BCOS Database record profiles. All retention times stated are minimum times and do not supersede legal, governmental, or other requirements. After the indicated storage period, unless otherwise specified, all records are destroyed by deletion, shredding, disposal in trash or recycling as determined by the controlling Supervisor, Director of HW, or the Manager of the C&R Section, as relevant. Electronic copies are removed from the active BCOS Database and labeled "obsolete".

6 DRINKING WATER SYSTEM PROCESS DESCRIPTIONS

The COH owns and operates the Hamilton DWS (treatment, distribution and the Fifty Road Subsystem) as well as the communal well DWSs (Carlisle, Freelton, Greensville and Lynden). Process descriptions including process flow charts are found in the following procedure:

- DWQMS Descriptions of Hamilton Drinking Water Systems (PW-WW-P-030-007)

The map entitled "Drinking Water Systems – DWS" (PW-WW-V-030-001) illustrates the geographic scope of the COH's water distribution systems.

7 RISK ASSESSMENT

A procedure entitled DWQMS Risk Assessment (PW-WW-P-031-001) has been developed that documents the process followed by the COH's Operating Authority in planning, completing, documenting, reviewing, and maintaining its DWQMS Risk Assessment. The DWQMS Risk Assessment examines all aspects of the water uptake, treatment, and distribution processes controlled by the Operating Authority.

The DWQMS Risk Assessment is reviewed annually to verify the currency of the DWS information and any assumptions made in completing the Assessment. A new DWQMS Risk Assessment is conducted every three years.

8 RISK ASSESSMENT OUTCOMES

The DWQMS Risk Assessment was initially completed in the summer of 2008. Core outcomes are reviewed annually, with the Risk Assessment being redone in 2011, 2014 and 2017. Risk Assessment outcomes are recorded in the BCOS Database.



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A summary of relevant Critical Control Points identified during the Risk Assessment exercise is documented in the DWQMS Risk Assessment Critical Control Point Summary Chart (PW-WW-R-032-009). Outcomes of the DWQMS Risk Assessment are stored in the Risk Assessment Database and included in the Operational Plan.

9 ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES, AND AUTHORITIES

The BCOS + DWQMS Roles, Responsibilities, and Authorities Procedure (PW-WW-P-006-001) is an integrated procedure for BCOS and DWQMS that describes how roles, responsibilities and authorities are defined, communicated, and maintained to ensure accountability in the implementation of these Systems.

The BCOS + DWQMS Roles, Responsibilities, and Authorities Procedure applies to all sections of HW. Roles, responsibilities and authorities relating to other sub-systems under the BCOS umbrella are defined in Level IV procedures and do not fall within the scope of the DWQMS.

The following Organizational Chart identifies key roles and/or titles within HW:

- Hamilton Water – Photo Organizational Charts (PW-WW-R-006-002)

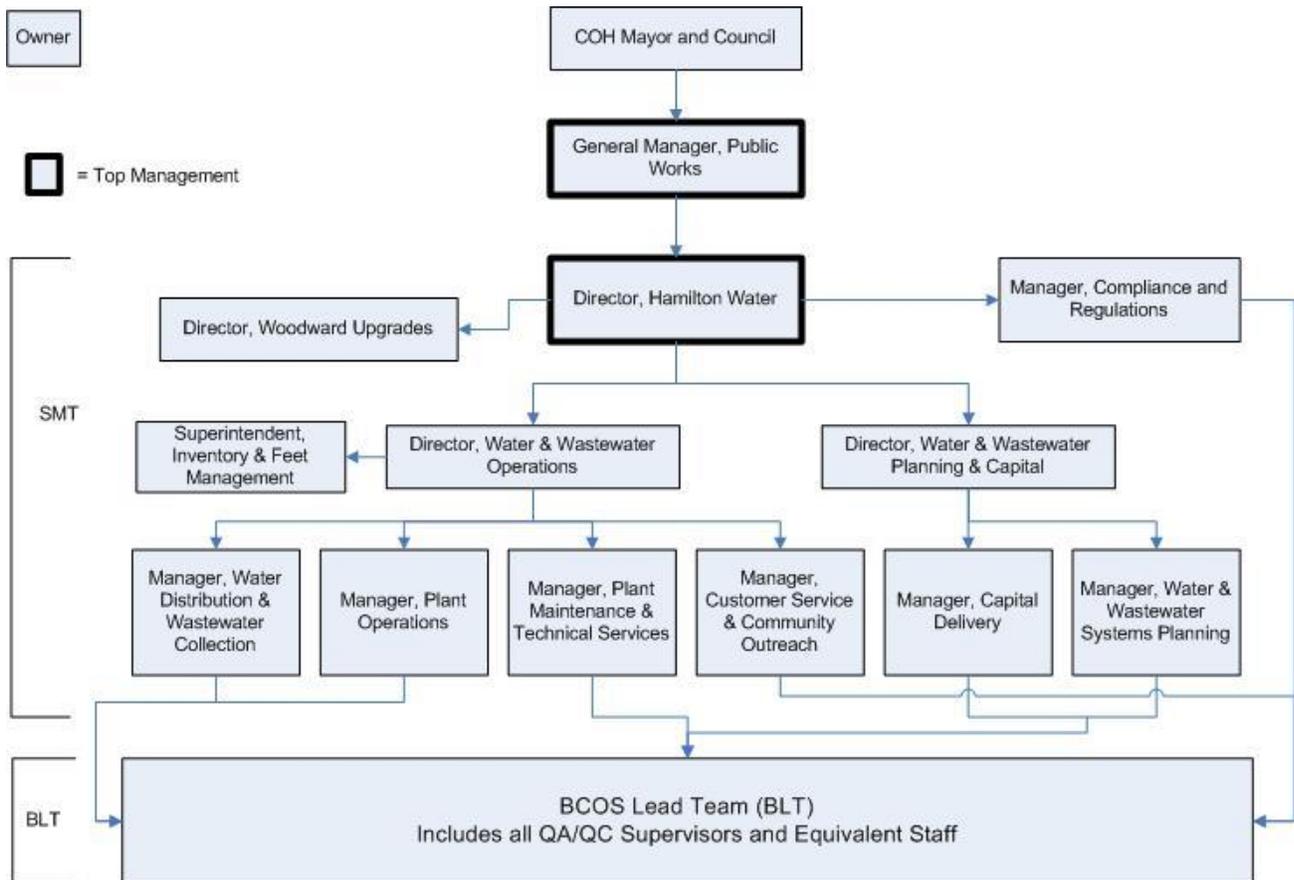
The roles, responsibilities and authorities relating to the BCOS and DWQMS Systems are defined in BCOS + DWQMS Roles, Responsibilities and Authorities Matrix (PW-WW-G-006-001). This document is reviewed every three years or sooner if significant organizational changes occur within HW.

CSG and BLT are responsible for ensuring that Operating Authority staff are kept aware of their respective roles, responsibilities and authorities as they relate to the DWQMS. BCOS and DWQMS System Awareness Training was conducted across the Operating Authority in the summer of 2008. Awareness training for new staff is on-going. Refresher training is offered to staff, as required. All Operating Authority staff are expected to be aware of their roles, responsibilities and authorities. The following is an Organizational Chart defining the Owner, Top Management, SMT, and the BLT. This organizational chart delineates only water related positions and sections.



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Organizational Structure (Operating Authority)



10 COMPETENCIES

The BCOS + DWQMS Competency and Training Procedure (PW-WW-P-033-001) is an integrated procedure (BCOS and DWQMS) that applies across the Operating Authority and to all types of training including, but not limited to, water quality, environmental, and health and safety training. The procedure defines the framework for identification, delivery, and tracking of training requirements related to the Operating Authority and documents how the Operating Authority ensures competencies of staff that could have a direct input on water quality.

The Hamilton Water Division Core Training Guideline (PW-WW-G-033-002) lists required core and developmental competencies for job positions that could



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potentially impact the quality of water. Training requirements listed are established and approved by the respective Section Managers. Positions potentially impacting the quality of water have been identified as follows:

- Positions that require a Drinking-Water Operator's Certificate (Treatment Operator, Distribution Operator, or Water Quality Analyst);
- Positions that supervise licensed Operators or Water Quality Analysts; and
- Other positions as recommended by the respective Section Manager.

Supervisors and Superintendents review training requirements with staff during an annual meeting or during their performance appraisals with the purpose of the development and/or maintenance of job position Training Plans.

Training can include a mix of training methods including classroom, hands-on, web-based, self-paced, on-the-job, equipment/site specific training, conferences, seminars, off-site training, operational meetings, one-to-one training, job shadowing, and video presentations. Inputs to Training Plans are identified in the BCOS + DWQMS Competency and Training Procedure (PW-WW-P-033-001).

DWQMS Awareness Training is considered to be a Core Training requirement for all staff of the Operating Authority. This training may also be provided to other City staff outside of the Operating Authority, as required, as well as to Vendors providing essential supplies and services (refer to Section 13.0 of this Operational Plan).

Training records may include Certificates/Licenses, training matrices, sign-in sheets, registration forms, attendance lists, tests/quizzes, comment sheets, etc. These records are managed according to the Control of Records procedure (PW-WW-P-016-001).

In order to better connect staff to available training (e.g. catalogue), use training resources more effectively (e.g. competency tests) and help us manage our training records, HW utilizes the IT tool; the Learning Management Database (LMD).

11 PERSONNEL COVERAGE

The DWQMS Personnel Coverage Procedure (PW-WW-P-034-003) is a DWQMS-specific procedure that describes how adequate staffing and personnel coverage are ensured and maintained within the Operating Authority. The procedure describes personnel coverage measures followed during regular business hours as well as during evenings, weekends and holidays, and applies to both water and wastewater operations as relevant to the Operating Authority. Level IV (Sectional) Personnel



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Coverage procedures should be referenced for Section-specific processes, where applicable.

12 COMMUNICATIONS

12.1 Internal Communications

The BCOS + DWQMS Internal Communications procedure (PW-WW-P-008-001) has been developed to describe HW communication processes with internal stakeholders. The annual DWQMS Communication Plan has been developed to support the implementation and communication needs of the DWQMS and ensures the Owner, HW staff, suppliers, contractors, and customers understand the efforts and measures being put in place to protect the City's DWSs.

Top Management ensures that Council is aware of the DWQMS and communicates with Council to seek decisions/approval and input through Council meetings, informal DWQMS meetings, and Council Update documents.

DWQMS Refresher Training for HW staff is undertaken as needed. DWQMS Refresher Training should include quality management systems, roles and responsibilities under the DWQMS, elements of the DWQMS, including the Operational Plan, and impacts to staff. Staff can access the Operational Plan using the DWQMS website. Staff meetings may also be used as a forum for informing staff of DWQMS news, changes, and updates.

12.2 External Regulatory and Other Communications

The BCOS + DWQMS External Regulatory and Other Communications procedure (PW-WW-P-008-002) is an integrated procedure for the BCOS and DWQMS Systems. The purpose of this procedure is to describe HW communication processes with regulatory and other external environmental stakeholders.

Provisions for communication with the public are established in the DWQMS Communication Plan for each calendar year. The C&R and CS&CO Sections work together to provide the public with updated information regarding the DWQMS Operational Plan, the DWQMS Financial Plan, and Water Quality Reports. These documents are made available for review electronically (City website) or upon request. The Control of Records procedure (PW-WW-P-016-001) describes the control and management of these documents. Communication with suppliers is completed according to the DWQMS Essential Supplies & Services Procedure (PW-WW-P-035-001) and the annual DWQMS Communication Plan.



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The External Regulatory and Other Communications procedure (PW-WW-P-008-002) also discusses processes for communication with the Accreditation Body, the MECP, and other related environmental regulatory communications.

12.3 Licencing and Permitting Procedure

The procedure entitled DWQMS Approvals Process for Alterations of Drinking Water Systems (PW-WW-P-004-001) outlines the approvals process and identifies specific requirements needed to make alterations to the COH's DWSs under the licencing and permitting process. This procedure applies to all DWS alterations including: additions, modifications, replacements, or extensions of watermains as well as treatment, storage, and pumping infrastructure. Activities deemed to be maintenance and/or repair to infrastructure are not subject to the approvals requirements specified in this procedure. Alterations to service lines are also outside the scope of this procedure. The procedure applies to staff of HW as well as select staff from the Planning & Economic Development Department and Engineering Services Department.

13 ESSENTIAL SUPPLIES AND SERVICES

The DWQMS Essential Supplies and Services Procedure (PW-WW-P-035-001) is a DWQMS-specific procedure that describes the processes by which the Operating Authority identifies the supplies and services that are deemed essential to water-related operations. The procedure also documents the process followed by the Operating Authority in completing QA reviews for the essential supplies and services.

Essential supplies and services will be identified in the DWQMS Essential Supplies and Services List, PW-WW-L-035-001. A supply or service is identified as essential if, and only if, it meets at least one of the following requirements:

- Essential to the safe delivery of water
- Related to drinking-water disinfection (primary or secondary).

A QA Review of all DWQMS essential supplies and services is undertaken at minimum once per year. The SMR, HW - SMT and BLT review the results of the QA review on an annual basis and suggest potential continual improvement initiatives for DWQMS essential supplies and services, with guidance from HW - SMT. Vendor QA reviews, vendor non-conformances, and resolution actions are discussed as an input to DWQMS Management Review.



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All vendors providing essential supplies and services will be informed of their role in the DWQMS and records will be maintained by the Operating Authority. Quality requirements for supplies and services are determined through provincial regulations, City standards, industry best practices, and purchasing practices.

14 REVIEW AND PROVISION OF INFRASTRUCTURE

The DWQMS Review and Provision of Infrastructure procedure (PW-WW-P-025-001) has been developed to document the process followed by the Operating Authority in reviewing the adequacy of its drinking-water system infrastructure. This is a DWQMS-specific procedure that applies to all of the City's DWS-related infrastructure, including both horizontal and vertical infrastructure.

15 INFRASTRUCTURE, MAINTENANCE, REHABILITATION AND RENEWAL

The procedure entitled DWQMS Infrastructure Maintenance, Rehabilitation & Renewal (PW-WW-P-026-001) describes how the Operating Authority undertakes maintenance and infrastructure renewal programs related to the water infrastructure. Infrastructure maintenance is addressed by both planned and unplanned maintenance.

Planned maintenance is scheduled and records are stored in the CMMS (PO and PMATs Sections) and IPS (WD&WWC Section) databases. Server files are backed up daily. Planned maintenance tasks are communicated to the person responsible by issuance of work orders from CMMS (PO and PMATS Section staff) or IPS (WD&WWC Section staff). Completed work orders are reviewed by the designated Superintendent, Supervisor, or Maintenance Tradesperson Maintenance Planner, Technologist, or Operator of the respective Section.

Unplanned maintenance tasks result from equipment malfunction or breakage and / or customer complaints. Measures to prepare for and expedite unplanned maintenance include equipment redundancy (back-up units), spare parts inventory, availability of updated GIS maps of water infrastructure, as well as documented repair and safety procedures.

Replacement of aging fixed heavy equipment, as well as upgrades, expansions, and in-ground systems improvements are planned by the infrastructure review teams as described in Section 14 of this DWQMS Operational Plan Summary Report.



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16 SAMPLING, TESTING AND MONITORING

16.1 General Sampling, Testing and Monitoring

The DWQMS Sampling, Testing and Monitoring procedure (PW-WW-P-013-004) describes how the Operating Authority undertakes water sampling, testing and monitoring to ensure the production and distribution of safe drinking water. A description of how results are communicated and how regulatory requirements are met is also provided in this procedure.

Sampling, testing and monitoring requirements are identified and incorporated into various sampling plan and schedule documents such as the DWQMS City of Hamilton Drinking Water Sampling Procedure (PW-WW-P-013-002). The plans and schedules are reviewed and updated as necessary to incorporate regulatory and/or operational sampling, testing and monitoring requirements.

The DWQMS Sampling, Testing and Monitoring procedure includes both grab sampling (i.e. discrete samples representing water characteristics at a particular time) and continuous sampling (i.e. the measurement of parameters and processes through the use of online monitors and instruments). All grab samples brought for analysis to the COH's Environmental Laboratory are collected according to protocols as specified by the City of Hamilton Environmental Laboratory General Sampling Protocols (PW-WW-CR-EL-V-011) and Ontario Regulation 170/03 Sampling Protocols for Lead (PW-WW-CR-EL-V-012). Continuous samples are collected and analyzed through the use of online analyzers and instruments as per the Water Regulatory Devices Operations Procedure (PW-WW-PO-P-011-001).

As required, and/or regulated, sampling, testing and monitoring results are communicated to: the Operating Authority, Owner (AWQI), Owner (DWS), Regulators, and to the public. In the event of an AWQI, staff follow the steps outlined in the procedure Adverse Water Quality Incidents (AWQIs) and Corrective Actions (PW-WW-P-015-001).

16.2 Regulatory Lead Sampling

To ensure the COH's Lead Sampling Program is implemented in accordance with Ontario Regulation 170/03, Schedule 15.1, the BCOS + DWQMS Regulatory Lead Sampling Program (PW-WW-P-013-009) was developed. This procedure applies to the COH's DWSs and to all aspects of the Lead Sampling Program from the initial point of contact with the consumer to delivery of the Final Report. The Program includes both Industrial/Commercial/Institutional and residential customers.



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17 MEASUREMENT AND RECORDING EQUIPMENT CALIBRATION AND MAINTENANCE

The procedure entitled DWQMS Calibration & Maintenance of Measurement & Recording Equipment (PW-WW-P-036-001) describes the requirements for the calibration and verification of measurement and recording equipment used for sampling, testing, and monitoring.

Types of recording equipment used for sampling testing and monitoring may include:

- Chlorine field kits
- Continuous chlorine analyzers
- Flow meters
- Fluoride meters
- pH meters
- Turbidity analyzers
- UV intensity analyzers
- Orthophosphate analyzers

For each type of recording equipment, the procedure provides information including maintenance frequency, methods, and a description of how records of maintenance activities are kept. Also provided is a listing of who is responsible for the maintenance of equipment and related record keeping.

18 EMERGENCY MANAGEMENT

The Hamilton Water Emergency Response Plan (PW-WW-P-012-001) is an integrated procedure for BCOS and DWQMS. This procedure describes processes developed to meet Emergency Preparedness and Response requirements of the DWQMS. The procedure also describes the City's Corporate, Departmental, Divisional, and Sectional Emergency Response structure.

The procedure includes a list of emergencies that could potentially impact one or more of the City's DWSs. A Risk Assessment approach is used to identify possible risks and to highlight risks requiring Emergency Response Instructions.

Annual testing of the COH (Corporate) Emergency Response Plan, the HW Emergency Response Plan, and the Plant Operation's E2 Plan is required. Upon completion of testing, a debrief is held to determine possible improvement actions



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and document any procedural upgrades that may be required.

HW staff must receive training for all emergency response plans and/or procedures related to their job or responsibilities. Divisional training requirements are listed in the Hamilton Water Division Core Training Guideline (PW-WW-G-033-002). The City's Emergency Management Office determines training requirements for the COH's Emergency Response Plan.

19 INTERNAL AUDIT

The BCOS + DWQMS Internal Auditing procedure (PW-WW-P-017-001) is an integrated procedure that describes how HW conducts objective and systematic internal audits as a means of measuring the performance of its BCOS and its DWQMS. DWQMS Internal Audits assess DWQMS-related processes against the DWQMS Standards and relevant system procedures.

Internal auditors are appointed by HW – SMT and are identified in the BCOS + DWQMS Internal Auditor List (PW-WW-L-017-003). Auditors must remain objective and unbiased in their assessments of DWQMS processes and procedures and are prohibited from auditing their own work.

The SMR holds overall responsibility for ensuring that internal audits are planned and executed according to the requirements of the DWQMS Standard and of the BCOS + DWQMS Internal Auditing procedure (PW-WW-P-017-001). The SMR appoints a Lead Auditor on a per-audit basis to assist in planning the internal audit and to oversee the execution of the internal audit.

At minimum, all elements or clauses of the DWQMS must be audited once annually.

Audit findings may indicate the need for corrective, preventive, or improvement actions. Corrective, preventive, and improvement actions are recorded in the BCOS Database (See Section 21.0 of this Operational Plan).

Once scheduled internal audits are completed, the SMR (or designate) reviews audit findings and compiles the information for presentation to SMT. Audit findings must be considered in future relevant audits. In addition, the Internal Audit Program is reviewed on an annual basis as an input to DWQMS Management Review.

20 MANAGEMENT REVIEW

The DWQMS Management Review procedure (PW-WW-P-018-001) is a DWQMS-specific procedure that has been developed to document the process followed in planning, executing, and documenting DWQMS Management Reviews. This

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includes provision of feedback to HW sections and reporting of review results to the Owner (DWS). The Management Review process ensures that all levels of the organizational structure are kept informed and aware of DWQMS and DWS performance.

The SMR has a significant role in the DWQMS Management Review process, including the coordination and facilitation of Management Review meetings and the compilation of required input data for presentation to Top Management. Required inputs to Management Review are listed in the DWQMS Management Review procedure (PW-WW-P-018-001). Other Managers or Operating Authority staff may be invited to assist in presenting information to the Management Review Team or to assist in the review of information where they offer additional expertise or insight. Top Management is responsible for reviewing the input materials presented and generating outputs as specified in the DWQMS Management Review procedure (PW-WW-P-018-001).

Management Review Meetings are held at minimum on an annual basis. The Management Review can be conducted as one meeting per year or be split into several smaller meetings over the course of the year. Either method is acceptable as long as all required review inputs and agenda items are addressed over the course of the year.

DWQMS Management Review outputs must be documented and retained as proof of completion. The SMR or delegate prepares minutes of Management Review meetings for this purpose. Top Management or their delegates are responsible for communicating Management Review results to the Owner as per the DWQMS Management Review procedure (PW-WW-P-018-001).

Results of management reviews are summarized in the annual DWQMS Summary Report which is circulated to the Owner (DWS) (Mayor and Council).

21 CONTINUAL IMPROVEMENT

The COH is committed to continually improving its DWQMS. Several methods of improvement are embedded in and essential to the system but are not limited to:

- Management Review
- Internal/External Audits
- Kaizens
- Six Sigma Projects



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The integrated BCOS + DWQMS Non-conformance, Corrective & Preventive Action Process procedure (PW-WW-P-015-002) applies to both the BCOS and DWQMS Systems. This procedure documents the process to be taken to ensure the effective resolution of BCOS and DWQMS system non-conformances, potential non-conformances, and legal non-compliances. The process includes a root cause analysis, identification of corrective / preventive actions, and verification of completeness and effectiveness, as required. Corrective actions are generated through audits and management reviews and on an ongoing basis through NC/PNC/OFI submissions. The scope of the procedure does not include the management of adverse water quality events. This process is documented in Adverse Drinking Water Quality Incidents (AWQIs) and Corrective Actions (PW-WW-P-015-001).

The BCOS + DWQMS Corrective and Preventive Action procedure (PW-WW-P-015-002) specifically illustrates how DWQMS non-conformances are resolved. Non-conformances are entered into the "Findings" Application of the BCOS Database. Once details of the nature of the non-conformance are entered into BCOS, a root cause analysis can be completed and an action plan can be developed to correct or prevent the non-conformance. All action plans are verified as being complete. Verification for effectiveness may occur at the discretion of the SMR. All of the above information must be entered into the BCOS Database. Once the completion of the plan has been verified, the non-conformance report can be closed out.

BCOS software tracks the revision history of document.

11.1

CITY OF HAMILTON

MOTION

Public Works Committee: April 29, 2019

MOVED BY COUNCILLOR J. FARR.....

SECONDED BY COUNCILLOR

Bee City Designation for the City of Hamilton (City Wide)

WHEREAS, the goal of Bee City Canada designation is to promote healthy, sustainable habitats and communities for pollinators;

WHEREAS, bees and other pollinators around the globe have experienced dramatic declines due to land fragmentation, habitat loss, use of pesticides, industrialized agriculture, climate change and the spread of pests and diseases, with serious implications for the future health of flora and fauna;

WHEREAS, cities and their residents have the opportunity to support bees and other pollinators on both public and private land;

WHEREAS, supporting pollinators fosters environmental awareness and sustainability, and increases interactions and engagement among community stewards; and,

WHEREAS, by becoming a Bee City, the City of Hamilton can highlight initiatives already in place and further engage local communities in an environment of creativity and innovation which will promote a healthier life for our community;

THEREFORE, BE IT RESOLVED:

That the appropriate staff be requested to submit the Bee City Canada Application to designate Hamilton as a Bee City and that the Council of the City of Hamilton accepts the designation and commits to the standards of the Bee City Canada Program, attached as Appendix "A" to the Motion respecting Bee City Designation for the City of Hamilton.

Bee City Canada Application



Appendix “A” to Motion respecting Bee City Designation for the City of Hamilton
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A) City or Community Information

Municipality Hamilton, Ontario

Mayor Mayor Fred Eisenberger

Name of Applicant and Bee City Liaison Cathy Plosz, Natural Heritage Planner

Organization or Department City of Hamilton
Address 71 Main Street West
Hamilton, Ontario L8P 4Y5

Email Catherine.Plosz@hamilton.ca Phone 905-546-2424 Extension 1231

Bee City Working Group (part of the Biodiversity Working Group)

Name	Affiliation	Email
Jen Baker	Hamilton Naturalists' Club, Pollinator Paradise Project	land@hamiltonnature.org
Cathy Plosz	City of Hamilton Planning Department	Catherine.plosz@hamilton.ca
Beatrice Ekoko	Environment Hamilton, Pollinator Paradise Project	bekoko@environmenthamilton.org
Barb McKean	Royal Botanical Gardens, Head of Education	bmckean@rbg.ca
Charlie Briggs	Royal Botanical Gardens, Gardener	Cbriggs@rbg.ca
Andrea McDonald	City of Hamilton, Senior Project Manager of Parks and Cemeteries	Andrea.mcdonald@hamilton.ca
Cherish Gamble	Hamilton Watershed Stewardship Program	Cherish.gamble@conservationhamilton.ca

Hamilton's Pollinator Protection Initiatives

There are a number of pollinator protection initiatives underway in the city of Hamilton, ranging from habitat creation projects to training sessions and outreach activities. The activities involve the broader community as many people are concerned about pollinators and want to help, including students, community volunteers, residents, municipal staff, conservation groups, ecologists and biologists.

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Many of the activities are coordinated through the Pollinator Paradise Project, which is a collaboration between Hamilton Naturalists' Club and Environment Hamilton, that is working to build a Pollinator Corridor across the city. The project has support from the community and from municipal staff to create pollinator habitat in both public and private spaces. Education sessions are held regularly to demonstrate the importance of pollinators and what we can do to help. We also offer hands-on workshops to provide the practical skills needed to create pollinator habitat. A free certification program is available to residents, that recognizes the pollinator habitat they have planted (certification signs read "We are feeding Pollinators"). The Monarch Awards program was developed with residents to honour gardeners who work hard to create sustainable and biodiverse gardens. This awards program recognizes outstanding efforts by community gardeners and also helps to raise awareness about the importance of sustainable gardening which benefits pollinators. The Mayor has demonstrated support for the Monarch Awards financially and by giving out the annual Awards at Council meetings.

Many Hamilton councilors, including the Mayor, have shown their support for the community initiatives by signing on to be a Politician for Pollinators.

B) Commitments and Actions

I/we, the undersigned, understand that the Bee City Canada program consists of three commitments, and that we will take the indicated actions to support those commitments:

1. Creating Healthy Pollinator Habitat:

City of Hamilton staff, Hamilton Naturalists' Club, Environment Hamilton, neighbourhood groups, residents and students will continue to build Hamilton's Pollinator to facilitate travel across the city for pollinators. Hamilton Naturalists' Club and partners will provide seeds and plants to help them get started and local expert volunteers will provide guidance. Participants will receive a certification sign and will be entered into the Monarch Awards program.

City of Hamilton staff, Hamilton Naturalists' Club, Environment Hamilton, neighbourhood groups, residents and students will work to ensure pollinator-friendly plants are planted in parks where applicable and that the plants are from good sources and are neonicotinoid-free. The city does not use neonicotinoids in the Gage Park greenhouse.

Hamilton's urban Official Plan should be reviewed soon and this will provide a good opportunity to provide protection for pollinator habitat.

2. Education about Pollinators

We will host yearly information nights about new pollinator research, pollinator conservation success stories and what everyone can do to help and where they can get the resources they need.

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We will continue working with conservation partners and native plant growers to hold spring and fall native plants to make it easier for residents to purchase native plants.

We will promote the pollinator habitat certification and the Monarch Awards. As we continue to raise the profile of these recognition opportunities, we also raise awareness about gardening with native plants and the benefits this brings to pollinators.

We will hold hands-on workshops led by local experts based on the needs and interests of the community. This includes designing native plant gardens with 'curb appeal', fall maintenance, pollinator-friendly rain gardens, growing native plants from seed, etc.

3. **Celebrating Pollinators:**

We will celebrate Pollinator Week with a social media campaign.

We will also be recognizing pollinators through community events and garden tours, native plant sales, habitat creation projects, classroom education programs.

C) Other Requirements

I/we, the undersigned agree to:

1. Publicly acknowledge Bee City Canada designation through the city website, signage and during the Monarch Awards celebration.
2. Annually re-apply for Bee City Canada designation. A renewal application will be sent to you.

D) Requested Attachments

With your completed application, please provide:

1. One or more photos representing your city/region/community for use on the Bee City website and social media platforms. These could showcase pollinator initiatives or the members of your Bee City Working Group.
2. Your city, region or First Nation logo (png format) and any usage guidelines.

F) Signatures

Applicant

Signature

Print Name

Title

Date

Bee City Canada Liaison (if not Applicant)

Signature

Print Name

Title

Date

G) Next Steps

1. (Applicant) Email completed application and resolution (in PDF format) with requested attachments to applications@beecitycanada.org with "APPLICATION" in the subject line.
2. (Bee City Canada) Your application will be reviewed within three business days. We will notify you as soon as your application has been approved or promptly request any clarification, if necessary.

H) Bee City Canada's Commitment

Bee City Canada is committed to publicizing your designation as a Bee City through our website, social media and other channels. In addition, our "Bee City Welcome Package" will be sent to you and will include:

1. An official declaration, recognizing your city or First Nation as a Bee City.
2. An aid with helpful ideas for communities joining the Bee City Canada program.

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3. Our media kit to use for making Bee City Canada signs and other artwork.

Bee City Canada is grateful for your commitment to take positive actions to help pollinators and for being a role model to other communities across Canada.