



**City of Hamilton
TRUCK ROUTE
SUB-COMMITTEE**

Meeting #: 19-002
Date: November 1, 2019
Time: 1:00 p.m.
Location: Council Chambers, Hamilton City Hall
71 Main Street West

Angela McRae, Legislative Coordinator (905) 546-2424 ext. 5987

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TRUCK ROUTE SUB-COMMITTEE MINUTES 19-001

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

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

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

THE FOLLOWING ITEMS WERE REFERRED TO THE PUBLIC WORKS COMMITTEE FOR CONSIDERATION:

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

(Jackson/Pearson)

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

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

YES - Councillor Ninder Nann
YES - Councillor Maureen Wilson
YES - Councillor Brenda Johnson
YES - Councillor Tom Jackson
YES - Councillor Jason Farr
YES - Councillor Maria Pearson
NOT PRESENT - Councillor Sam Merulla

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

(Pearson/Jackson)

- (a) That Report PED19073, dated March 26, 2019, respecting Truck Route Master Plan Study Review, be received;
- (b) That Appendix "A" attached to Report PED19073, 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,

- (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 6 to 0, as follows:

YES - Councillor Nrinder Nann
YES - Councillor Maureen Wilson
YES - Councillor Brenda Johnson
YES - Councillor Tom Jackson
YES - Councillor Jason Farr
YES - Councillor Maria Pearson
NOT PRESENT - Councillor Sam Merulla

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 2)

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

1. COMMUNICATIONS (Item 5)

5.1 Correspondence regarding the Truck Route Review:

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

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

2. DELEGATION REQUESTS (Item 6)

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

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

(Johnson/Pearson)

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

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

YES - Councillor Nrinder Nann
YES - Councillor Maureen Wilson
YES - Councillor Brenda Johnson
YES - Councillor Tom Jackson
YES - Councillor Jason Farr
YES - Councillor Maria Pearson
NOT PRESENT - Councillor Sam Merulla

(b) DECLARATIONS OF INTEREST (Item 3)

There were no declarations of interest.

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

(i) June 7, 2016 (Item 4.1)

(Pearson/Jackson)

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

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

YES - Councillor Nrinder Nann
YES - Councillor Maureen Wilson
YES - Councillor Brenda Johnson
YES - Councillor Tom Jackson
YES - Councillor Jason Farr
YES - Councillor Maria Pearson
NOT PRESENT - Councillor Sam Merulla

(d) COMMUNICATIONS (Item 5)

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

(Nann/Johnson)

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

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

CARRIED

(e) DELEGATION REQUESTS (Item 6)

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

(Johnson/Jackson)

That the following delegation requests, be approved for today's meeting:

- (1) Rachel Braithwaite, Barton Village Business Improvement Area, respecting concerns with truck routes going through commercial and residential streets (For today's meeting) (Added Item 6.1)
- (2) Robert Iszkula, Beasley Neighbourhood Association, respecting public input to the process of establishing the scope and direction of the City's upcoming Truck Route Review (For today's meeting) (Added Item 6.2)
- (3) Beatrice Ekoko, Environment Hamilton, respecting Environment Hamilton's input ref: the terms of reference, goals, objectives and guiding principles, and the scope of consultation etc in the Truck Route Master Plan Study proposal (For today's meeting) (Added Item 6.3)
- (4) Tanya Ritchie, respecting issues with current truck routes and outline ideas for a better solution (For today's meeting) (Added Item 6.4)
- (5) Sean Burak, respecting the needs of residents and local businesses as they relate to the upcoming rewrite of the Truck Route By-law (For today's meeting) (Added Item 6.5)
- (6) John Neary, respecting staff report for Truck Route Master Plan Sub-Committee and the Terms of Reference for the Truck Route Master Plan Study Review (For today's meeting) (Added Item 6.6)

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

YES - Councillor Nrinder Nann
YES - Councillor Maureen Wilson
YES - Councillor Brenda Johnson
YES - Councillor Tom Jackson
YES - Councillor Jason Farr
YES - Councillor Maria Pearson
NOT PRESENT - Councillor Sam Merulla

(f) PUBLIC HEARINGS / DELEGATIONS (Item 8)

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

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

(Pearson/Nann)

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

CARRIED

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

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

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

(Pearson/Nann)

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

CARRIED

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

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

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

(Pearson/Nann)

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

CARRIED

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

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

(Pearson/Nann)

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

CARRIED

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

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

(Jackson/Wilson)

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

CARRIED

(Pearson/Nann)

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

CARRIED

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

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

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

(Pearson/Nann)

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

CARRIED

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

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

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

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

(Pearson/Johnson)

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

CARRIED

A copy of the presentation is available at www.hamilton.ca.

(Jackson/Johnson)

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

- (b) That Appendix "A" attached to Report PED19073, respecting (Terms of Reference for Truck Route Master Plan Review), ~~be approved by the Truck Route Sub-committee of the Council, so that it can be issue~~ **be amended to be subject to additional opportunities for civic engagement, public meetings, Truck Route Sub-Committee meetings, mainstream and social media opportunities and any other aspect that staff would feel is beneficial.**

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

YES - Councillor Nrinder Nann
YES - Councillor Maureen Wilson
YES - Councillor Brenda Johnson
YES - Councillor Tom Jackson
YES - Councillor Jason Farr
YES - Councillor Maria Pearson
NOT PRESENT - Councillor Sam Merulla

(Farr/Jackson)

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

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

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

YES - Councillor Nrinder Nann
YES - Councillor Maureen Wilson
YES - Councillor Brenda Johnson
YES - Councillor Tom Jackson
YES - Councillor Jason Farr
YES - Councillor Maria Pearson
NOT PRESENT - Councillor Sam Merulla

For further disposition of this matter, refer to Item 2.

(h) ADJOURNMENT (Item 15)

(Pearson/Jackson)

That, there being no further business, the Truck Route Sub-Committee, be adjourned at 3:46 p.m.

CARRIED

Respectfully submitted,

Councillor Farr, Chair
Truck Route Sub-Committee

Angela McRae
Legislative Coordinator
Office of the City Clerk



INFORMATION REPORT

TO:	Chair and Members Truck Route Sub-Committee
COMMITTEE DATE:	November 1, 2019
SUBJECT/REPORT NO:	Truck Route Master Plan Review: Study Update (PED19073(a)) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Omar Shams (905) 546-2424 Ext. 7474
SUBMITTED BY:	Brian Hollingworth Director, Transportation Planning and Parking Planning and Economic Development Department
SIGNATURE:	

COUNCIL DIRECTION

On March 26, 2019, sub-section (b), to Report PED19073, respecting the Truck Route Master Plan Review: Terms of Reference, was amended by adding the following:

- (b) That Appendix “A” attached to Report PED19073, respecting (Terms of Reference for Truck Route Master Plan Review), be 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;

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: Truck Route Master Plan Review Study Update (PED19073(a)) (City Wide) - Page 2 of 3

INFORMATION

On March 26, 2019, staff presented the Terms of Reference to the Truck Route Sub-Committee (Sub-Committee) for their endorsement. Based on the feedback provided and amendments during the Sub-Committee proceedings, staff revised the Terms of Reference. The amendments provided by the Sub-Committee also included additional funding to support enhanced public engagement activities. Staff then proceeded to procure a consultant through the procedures outlined within the Roster process to assign the study. As a result of this process, IBI Group - Professional Services Inc. (IBI) was retained to undertake the study.

Work completed, thus far, has included data collection through a number of sources. Examples include the preparation of a sensitive receptor map; assembly of 2012 Hamilton air-shed model mapping; obtainment of telemetric truck trips data; and, participation in the Ministry of Transportation Commercial Vehicle Survey (currently in-progress). These efforts will provide a richer data set, than has been previously available, to inform the decision-making process.

The study team also worked with both the City of Hamilton Planning and Economic Development Department, Economic Development Division, and the City of Hamilton Public Health Services, Healthy Environments Division, to create draft evaluation criteria to present to the public for their input, as shown in Table 1 below. Each factor is accompanied with a number of measurable inputs to inform the evaluation process.

Table 1: Summary of Draft Public Health and Economic Development Factors

Public Health	Economic Development
<ul style="list-style-type: none"> - Injury prevention - Chronic disease prevention - Serious injury/fatality prevention - Climate change resiliency, mitigation and adaptation - Dust pollution - Mental well-being - Health equities - Noise impacts (including air brakes) 	<ul style="list-style-type: none"> - Transportation system access - Route quality - Route reliability - Route safety - Route marketability - Regional system consistency - Information dissemination/ driver guidance - Road/route design elements - Economic prosperity

The original Terms of Reference presented to the Sub-Committee identified a draft public consultation plan. Based on the additional funding that the Sub-Committee allocated to the study, additional opportunities for public engagement have been incorporated. Key enhancements over the original scope mainly relate to the hosting of open houses and engagement meetings of which there will be two phases at eight

SUBJECT: Truck Route Master Plan Review Study Update (PED19073(a)) (City Wide) - Page 3 of 3

locations. The format of these engagements will be refined closer to the meetings and may consist of presentations with moderated questions and answer dialogue, display boards and workshop activities, or a combination thereof. In addition, pop-up engagements, interactive map-based online feedback tools, community meetings in collaboration and coordination with the project team, and constituency offices. An on-line survey is also planned for the study. Table 2 provides a summary of proposed activities.

Table 2: Summary of Public Consultation Activities

Stakeholder Group(s)	Original Terms of Reference	Work Plan Activities
City Project Team	4	4
Adjacent Municipalities/Provincial Agencies	1	1
Truck Route Sub-Committee	2	3
Moderated-Facilitated Panel Discussion/Focus Groups, and Goods Movement Community	4	4
Business Community (BIAs, Chamber of Commerce)	2	4
City-wide Open Houses /Engagement Meetings	2 (1 Mandatory and 1 Optional)	2 phases (8 locations)
Pop-up Engagements	-	4
On-line Survey	-	1
Interactive Map-based Online Feedback Tool	-	1
Consultation in a Box (a focused conversation kit/dialogue package in electronic and printed formats)	-	2
Council Meeting	1	1

Appendix “A” attached to this Report contains the work plan associated with public consultation and engagement activities.

APPENDICES AND SCHEDULES ATTACHED

Appendix “A” - Public Consultation Plan

OS:cr



Final

Truck Route Master Plan Review: Consultation/Engagement Strategy



Prepared for City of Hamilton
by IBI Group
In association with GLPi and David Kriger Consultants Inc.
October 23, 2019

Document Control Page

CLIENT:	City of Hamilton
PROJECT NAME:	Hamilton Truck Route Master Plan Review
REPORT TITLE:	Truck Route Master Plan Review: Consultation/Engagement Strategy
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REVIEWER:	Matt Colwill
AUTHORIZATION:	Ron Stewart
CIRCULATION LIST:	Omar Shams, Steve Molloy, Brian Hollingworth
HISTORY:	V0.3 Draft

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1 Approach

The project team will identify a comprehensive set of needs and concerns by purposefully engaging various affected communities and facilitating dialogue with City of Hamilton residents, the Council Truck Route Sub-committee, adjacent municipalities/provincial agencies and other stakeholders throughout the study. The vision will be "collaboration, not confrontation".

This Public Consultation/Engagement Strategy outlines the actions that will be undertaken to provide residents and key stakeholders the opportunity to understand the study scope and purpose, and keep them up to date on study activities and progress. The study requires a balanced assessment of the needs and objectives of the community, the City and its stakeholders.

IBI Group will consult stakeholder groups and members of the public in two phases over the course of the project:

- **Phase 1** will be conducted near the beginning of the study. This phase will adopt a two-fold "Let's Talk Trucks" approach:
 - a. The first goal will be to provide information to stakeholders on the policies, structure and trade-offs within Hamilton's Official Plan and strategies, and the existing truck route network. This may include discussion on the difference between types of networks (e.g. permissive vs. hybrid), trade-offs of having a dense versus leaner network, reasons trucks travel within Hamilton and the types of truck (e.g. weights, categories); and,
 - b. The second goal will be to focus on listening to stakeholders, collecting comments and answering questions for all topics related to the truck route network and study. This will include existing issues (e.g. hotspots), direction for the study and lived experiences of residents, travellers and businesses on how the truck route network works or does not work for them.
- **Phase 2** will be conducted further along in the study to present the study's preliminary findings and recommendations. Members of the public and stakeholders will be given an opportunity to provide feedback, which will be used to refine and finalize the recommended truck route network.

All consultation activity content will be submitted to City Project Staff for review and approval. IBI Group will prepare all notices, advertisements, and display and presentation materials (as required), and provide professional staff to lead discussions. The consultation activity venues are assumed to be secured by City Project Staff, and they are also assumed to arrange for stakeholder and public notification through email blasts, postings on the City's website, social media advertisements, and/or newspaper advertisements.

2 Work Plan

2.1 Communication Strategy

Task 1: City Website Updates and Social Media

With a view to keeping the public and stakeholders up to date on the study's progress, communicating public consultation/engagement activities, and providing an alternative method of asking questions providing feedback, IBI Group will prepare materials for the City to post on its

dedicated study website. This will include providing all relevant project materials, including notices, stakeholder meeting materials, PIC boards and handouts, and Pop-Up Engagement handouts in a format that can be posted onto the City of Hamilton website (e.g. PDF file). Development of communication materials will incorporate the recommended practices from the City of Hamilton's *Equity, Diversity and Inclusion Handbook*.

Ongoing maintenance of website content is not assumed to be part of this scope. IBI Group will also create a set of local and social media advertisements introducing the study and providing information about public engagement activities for the City to post.

2.2 Consultation/Engagement Plan

Task 2: City Project Team/Technical Advisory Committee Meetings

Four City Project Team meetings are anticipated at the following key junctures in the study:

- **Study Initiation Meeting (Completed August 2019):** IBI Group will prepare an updated Work Plan, Engagement Plan and Schedule to present at this meeting. This session will set the course for the collection of GIS data and other information and background materials;
- **Phase 1 Completion Meeting:** This will discuss the policy directions and other findings of Phase 1, as well as preliminary findings from Stage 2 review of practices and policies. This meeting will be very important in setting a firm foundation for the remaining technical work. Technical Memorandum #1 will be refined based on the outcomes of this meeting;
- **Recommended Truck Network Meeting:** This meeting will discuss the findings of Stages 2 and 3, including the recommended truck route network and how it was developed. Technical Memorandum #3 will be refined based on the findings of this meeting; and,
- **Draft Final Report Meeting:** This meeting will discuss the contents of, and obtain final feedback for the Draft Final Report, and all supporting documents.

Task 3: Stakeholder Meetings

Key industry stakeholders will be invited to meet with IBI Group and the City Project Team. Throughout the course of the study, the following stakeholder meetings will be conducted:

- One (1) Joint meeting with adjacent municipalities and provincial agencies;
- Three (3) Council Truck Route Sub-committee meetings;
- Two (2) Moderated-facilitated Panel Discussion/Focus Groups;
- Two (2) Goods movement community (port, airport, and trucking association) meetings;
- Four (4) Business Community (BIAs and Chamber of Commerce) meetings;
- Two (2) major phases of broader City-wide engagement meetings/community forums at four locations; and,
- One (1) City Council meeting.

Depending on the meeting's timing and purpose, the stakeholder meetings will consist of an IBI Group led presentation discussing the study's purpose, methodology, analysis, and/or preliminary findings and recommendations. The formal presentation will be followed by some mix of open and structured discussion where attendees will be provided an opportunity to ask

questions and provide feedback. Feedback collected during these meetings will be given due consideration in the further refinement and finalization of the study's analysis, findings, and recommendations. The stakeholder meetings aim to incorporate the principles and strategies outlined in the City's *Equity, Diversity and Inclusion Handbook*.

The City Project Team will be responsible for issuing invitations and securing venues for the stakeholder meetings.

Phase 1 Stakeholder Meetings – Fall 2019

Meetings conducted during Phase 1 will follow the 'Let's Talk Trucks' format discussed in Section 1. The objective of the meetings in this phase will be to provide a foundation on what the truck route master plan is and how it works, followed by a listening stage to collect stakeholder feedback, comments, questions, and perspectives on their lived experiences using, interacting or conversing with the network.

Truck Route Sub-committee Meeting #1 – Fall 2019

- Objective
 - Introduce core members of the IBI Group project team to the sub-committee.
 - Present the draft consultation and engagement plan for input from members prior to implementing it.

- Approach
 - Staff report, presentation and Q&A at a subcommittee meeting.

- Outcome
 - Support for the consultation and engagement plan. Feedback from subcommittee on the document will be considered and may be incorporated into the final plan.

Adjacent Municipalities and Provincial Agencies – Fall 2019

- Objective
 - Understand any upcoming or potential changes to truck routes in adjacent municipalities and MTO roadways.
 - Collect feedback on truck-related hotspots.

- Approach
 - Daytime meeting with representatives from municipalities and provincial agencies.
 - Initial presentation outlining the study and existing truck route network and masterplan followed by a structured discussion.

- Outcome
 - Minutes outlining the comments, feedback and ideas discussed in the meeting that document inter-city connections input for Phase 2.

Business Community Meeting #1A (Chamber of Commerce) and 1B (BIAs) – Fall 2019

- Objective
 - Collect feedback from business groups that may rely on goods movement to operate, but are not necessarily be in the business of goods movement
 - Understand hotspots, challenges/opportunities, major origins/destinations and how local businesses rely on goods movements to operate.

- Approach
 - A daytime facilitated workshop to listen to concerns from a cross-section of businesses representatives. The workshop will be held at a central, accessible venue.
 - The session will follow the Let's Talk Trucks approach: it will start with a brief educational presentation to provide attendees with an understanding of how the network works and is structured. It will be followed by an open workshop discussion among those present.

- Outcome
 - Meeting minutes that summarize the feedback provided by representatives.

Goods Movement Community Meeting #1 – Fall 2019

- Objective
- Collect feedback from existing users on of the truck route network and master plan
 - Understand hotspots, challenges/opportunities, major origins/destinations and how goods movement firms use the network.

- Approach
- A daytime facilitated workshop to listen to concerns from a cross-section of goods movement groups/agencies. The workshop will be held at a central, accessible venue.
 - The session will follow the Let's Talk Trucks approach: it will start with a brief educational presentation to provide attendees with an understanding of how the network works and is structured. It will be followed by an open workshop discussion among those present.

- Outcome
- Meeting minutes that summarize the feedback provided by representatives.

Moderated-Facilitated Panel Discussion/Focus Group #1 – Fall 2019

- Objective
- Collect feedback from representatives of groups with interests related to the study, including groups that may not typically attend other consultation and engagement events (e.g. equity seeking groups) to ensure their voices are heard.

- Approach
- An evening facilitated workshop with representatives from a cross-section of stakeholder groups. The workshop will be held at a central, accessible venue and be led by an independent facilitator (Glenn Pothier).
 - The session will follow the Let's Talk Trucks approach: it will start with a brief educational presentation to provide attendees with an understanding of how the network works and is structured. It will be followed by small-group workshop where facilitators will listen and record feedback.
 - Invite representatives from a cross-section of interest and advocacy groups. Possible sectors that could be invited include:
 - Transportation (e.g. Truck Route Reboot, Environment Hamilton, Cycle Hamilton);
 - Equity (e.g. Hamilton Roundtable for Poverty Reduction, Immigrant Workers Centre, Hamilton Centre for Civic Inclusion);
 - Resident groups (e.g. neighbourhood associations, student associations);
 - Health/accessibility (e.g. Advisory Committee for Persons with Disabilities, Seniors Advisory Committee); and,
 - Other groups as identified, which could include individuals from previous stakeholder meetings who could be a willing and constructive part of the collaborative process.

- Outcome
- Meeting minutes that summarize the feedback provided by representatives.

Truck Route Sub-committee Meeting #2 – Winter 2020

- Objective
- Discuss the policy direction and other findings of Phase 1 (e.g. themes and hotspots identified during consultation).
 - Preliminary findings from Phase 2 review of practices and policies.

- Approach
- Staff report, presentation and Q&A at a meeting of the subcommittee.

- Outcome
- Direction from subcommittee for Stage 2, if applicable.

Phase 2 Stakeholder Meetings – Winter 2020

The second phase of consultation will take place throughout winter 2020. The objective of this phase is to present the preliminary findings and recommendations to stakeholders and collect their feedback and input on how the plan can be refined.

Goods Movement Community Meeting #2 – Winter 2020

- Objective
- Present the preliminary findings and recommendations and collect feedback on them, prior to going to PIC #2.
 - Identify potential refinements and improvements to the preliminary findings and recommendations prior to going to PIC #2.

- Approach
- The session will start with a report back on Phase 1 consultation themes, and introduce preliminary Phase 2 findings and recommendations. The groups could then discuss different aspects (e.g. policy, route network, etc.) in facilitated discussion on specific topics of interest.
 - A similar time, venue and format will be used for this meeting.

- Outcome
- Meeting minutes that summarize the feedback provided by representatives.

Business Community Meeting #2A (Chamber of Commerce) and 2B (BIAs) – Winter 2020

- Objective
- Present the preliminary findings and recommendations and collect feedback on them, prior to going to PIC #2.
 - Identify potential refinements and improvements to the preliminary findings and recommendations prior to going to PIC #2.

- Approach
- The session will start with a report back on Phase 1 consultation themes, and introduce preliminary Phase 2 findings and recommendations. The groups could then discuss different aspects (e.g. policy, route network, etc.) in facilitated discussion on specific topics of interest.
 - A similar time, venue and format will be used for this meeting.

- Outcome
- Meeting minutes that summarize the feedback provided by representatives.

Moderated-Facilitated Panel Discussion/Focus Group #2 – Winter 2020

- Objective
- Present the preliminary findings and recommendations to attendees and collect feedback on them, prior to going to PIC #2.
 - Identify potential refinements and improvements to the preliminary findings and recommendations prior to going to PIC #2.

- Approach
- An evening facilitated workshop to listen to concerns from a cross-section of stakeholder groups. The workshop will be held at a central, accessible venue. An independent facilitator (Glenn Pothier) will lead the workshop.
 - The session will start with a report back on Phase 1 consultation themes, and introduce preliminary Phase 2 findings and recommendations. The groups could then discuss different aspects (e.g. policy, route network, etc.) in facilitated table discussion on specific topics of interest.
 - The same groups will be invited to participate in this session as in Session #1

- Outcome
- Meeting minutes that summarize the feedback provided by representatives.

Truck Route Sub-committee Meeting #3 – Summer/Fall 2020

- Objective
- Present the final findings and recommendations.
 - Obtain a recommendation from the sub-committee to adopt the Truck Route Master Plan Review by City Council.

- Approach
- Staff report, presentation and Q&A at a meeting of the subcommittee.
 - Provide an overview of the recommended master plan, policies and network and address comments or questions that members or the community or debutants may have.

- Outcome
- Recommendation to City Council to approve the Truck Route Master Plan Review.

City Council Meeting #1 – Fall 2020

- Objective:
- Present the recommendations of the study to City Council for adoption, including the preferred truck route network.

- Approach:
- Presentation and Q&A at a meeting of City Council.

- Outcome:
- Approved truck route master plan.

Task 4: City-Wide Public Information Centres and Pop-Up Engagement

Two rounds of four Public Information Centres (PICs) will be conducted during the course of the study (eight PICs total). These will be complemented by two rounds of two pop-up events that will occur at approximately the same time (four pop-ups total).

PIC Round #1 – Fall 2019

The first round of PICs would will be held shortly after the project commencement to ensure the public and relevant stakeholders are given an opportunity to provide input in shaping the study. These PICs will adopt the “Let’s Talk Trucks” approach. Handout sheets and display boards will be developed to educate attendees on attributes related to the plan, including:

- Providing information on the Hamilton Official Plan and other strategies that influence the truck route network;
- Providing information on the different types of trucks (e.g. categories of sizes and weights);
- Displaying the current truck route network;
- Explaining what the types of truck route networks (e.g. hybrid vs. permissive); and,
- Discussing the pros and cons of dense versus lean network,

The event attendees will be encouraged to provide feedback on truck route network concerns and issues via comment sheets and maps created by IBI Group. The aim would be to understand what the public likes and doesn’t like about truck route movements, and how they would like the truck route network to perform.

Based on IBI Group’s past experience, a “drop-in” open house format, with boards on display to present existing conditions to help lead discussions, is found to be effective. Alternative event formats include workshops or a presentation with a questions/answers period. The exact format of the event will be confirmed with City Staff.

PIC Round #2 – Winter 2020

The second round of PICs will be conducted at the end of the technical component to present and discuss the preliminary findings and recommendations. It would follow a similar format to PIC #1 (TBC with City Staff). The content of this PIC will centre on:

- The methodology used to develop alternatives network;
- How network alternatives were evaluated; and,
- The preliminary recommended truck route network.

At a minimum, event attendees will be encouraged to provide feedback via comment sheets created by IBI Group.

Pop-Up Events – Fall 2019 and Winter 2020

In addition to the formal PICs, two rounds of two pop-up community events will be hosted throughout the City that are timed to take place around the same time as the PICs. The objective of these events is to connect with residents who may not typically come out to PIC events, raise awareness of the study, and collect feedback. The timing of the pop-up events will be in line with the PICs.

The pop-up events will consist of two staff members with a banner, small table and handout materials. They will have relevant background information to inform individuals about the studies, collect comments, and provide handout cards that will direct individuals to the survey, website and study contacts. Depending on the specific location, rovers can also disseminate into the crowds to hand out information cards. Possible locations for these pop-up events could include those listed in Exhibit 1. The location of the events will be strategically determined through consultation with City Staff.

Exhibit 1: Potential Events and Venues for Pop-Up Events

FESTIVALS & EVENTS	REGULAR EVENTS	OTHER EVENTS
CP Holiday Train (Dec/TBA)	Art Crawl (second Friday of every month)	Lime Ridge Mall
Winterfest (Feb/TBA)	Barton Village BIA First Friday (first Friday of every month)	Library Branch
March Break Activities (e.g. Westfield Heritage Village Maple Syrup Festival)	Concession Street BIA Sidewalk Sounds (third Friday of every month)	Recreation Centre
	Ti-Cat Shuttle pick-up (e.g. Lime Ridge, Eastgate or University Plaza)	

IBI Group can also provide pop-up booth materials to the City should they choose to conduct additional pop-up events outside the scope of this assignment.

Task 5: Online Survey/Questionnaire

An online survey/questionnaire will be completed as part of the public engagement activities during the first phase of engagement near the end of Stage 1. The survey will target both stakeholders and City of Hamilton residents. The online survey can be hosted on a website such as Survey Monkey, LimeSurvey or on the City’s website, and will be launched at the first PIC/Workshop/Open House and made available for a six-week period.

Draft survey questions will be submitted to the City Project Team for review, and will focus on identifying existing issues, truck route network problem areas, and desired study outcomes. The questions will be finalized based on comments provided by the City.

Task 6: City Council Presentation

The culminating activity of the study is to present the final TRMP Study Review report to City Council and responding to Council questions and comments.

3 Schedule

The workflow of meetings and consultation/engagement activities identified in Section 2 are shown in Exhibit 2. A high-level schedule of each phase of consultation is shown in Exhibit 3. Exact dates will be confirmed in consultation with City staff.

Exhibit 2: Engagement and Consultation Activity Work Flow

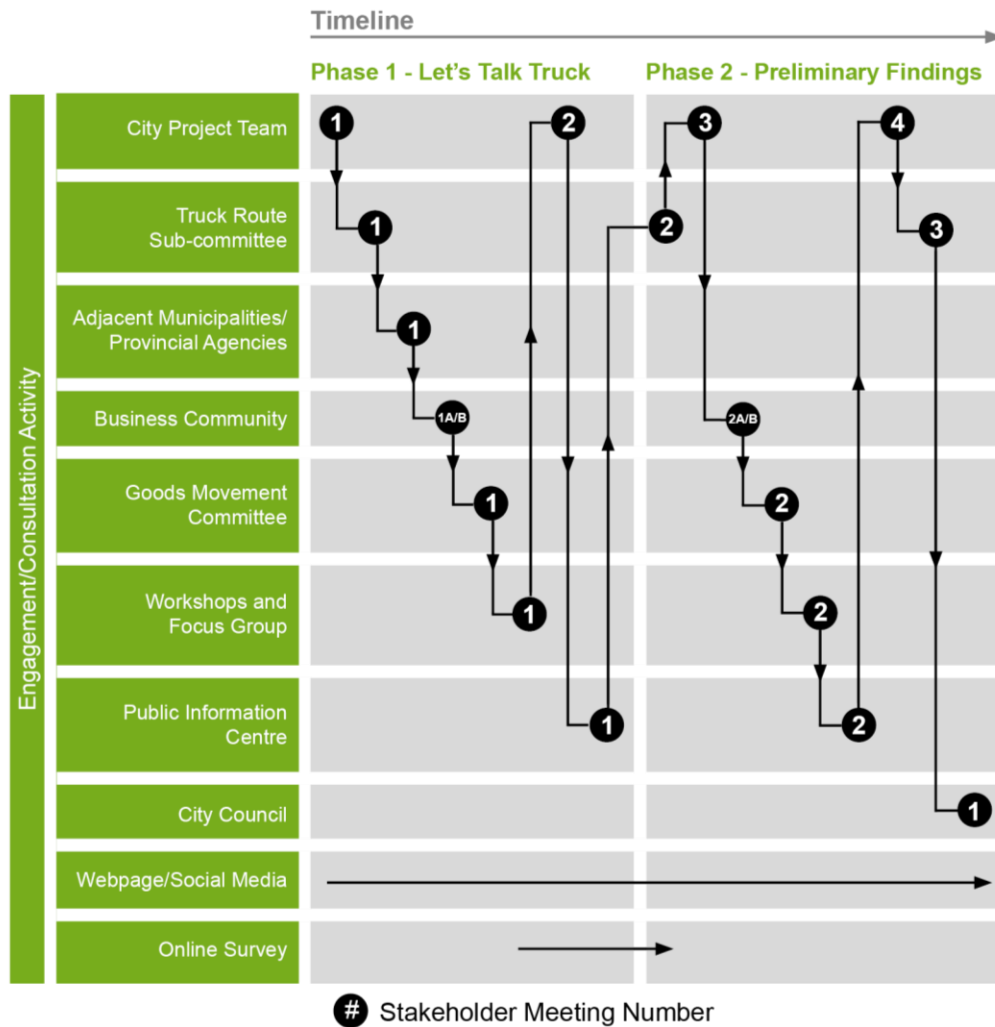
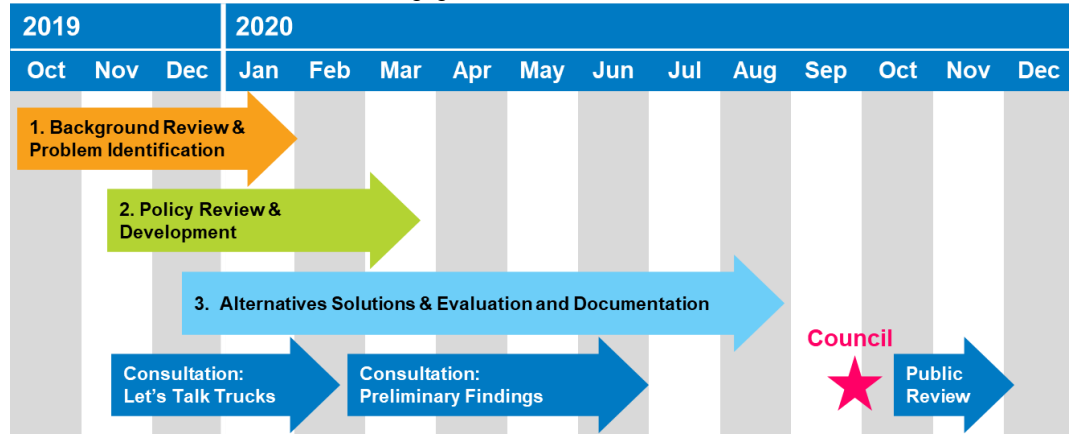


Exhibit 3: Tentative Consultation and Engagement Schedule





Hamilton

Truck Route Subcommittee Meeting #1



IBI GROUP

In association with GLPi and
David Kriger Consultants
November 1, 2019

Study Objectives

- Review the **existing truck route network**;
- Identify the **current and projected truck route-related problems**;
- Develop, evaluate, and **recommend solutions**; and
- Recommend supporting policies and tools that the City can consider to **mitigate the current problems and manage the potential future challenges**.

Planning Context: Then Vs. Now

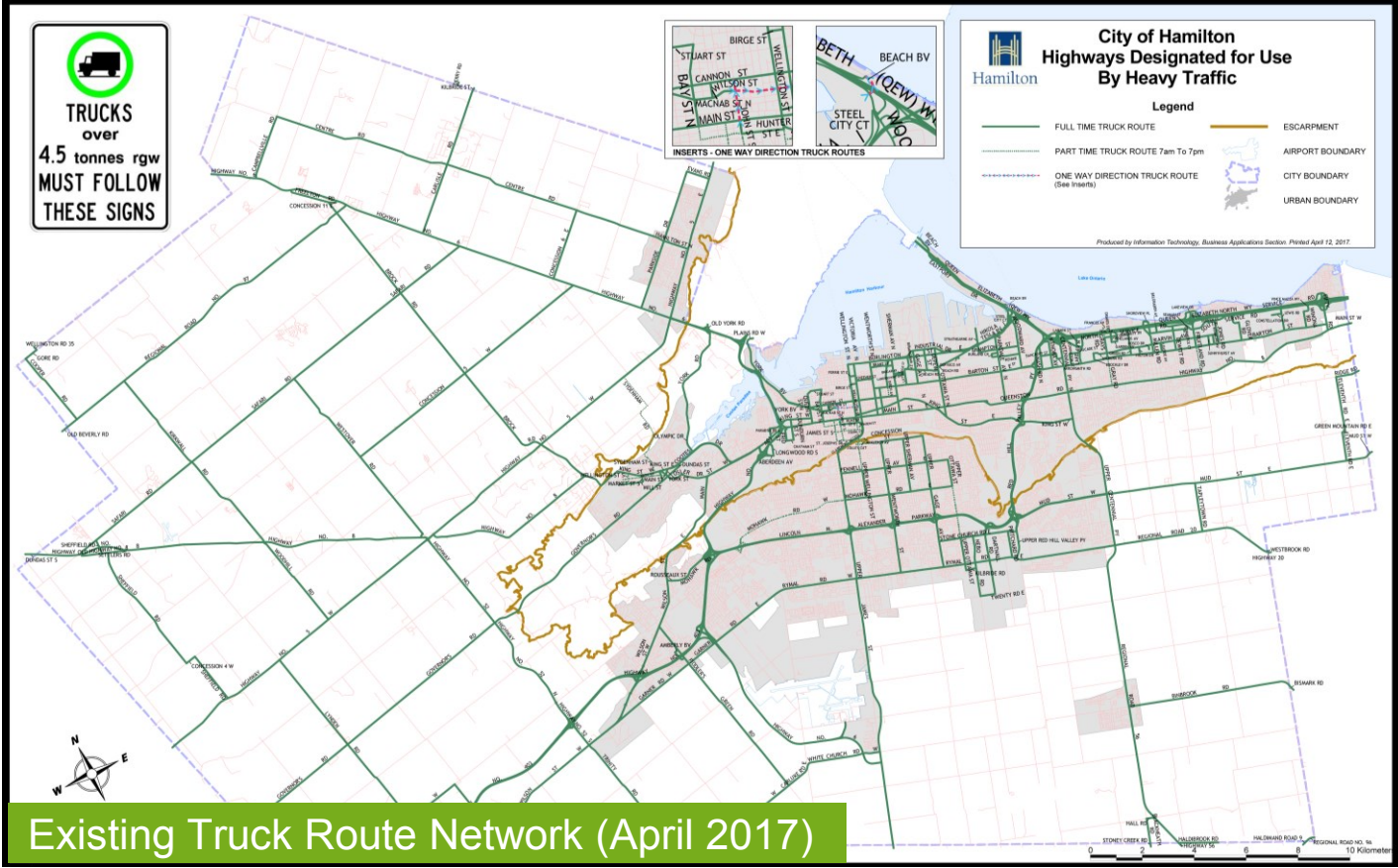
Master Plan (2010)

Create a single, cohesive truck network across the amalgamated city and prepare supporting policies.

Master Plan Review (2020)

Review and refine the truck network and policies based on alignment with:

- The City's vision, objectives and desired outcomes;
- Health and well being of the community;
- Feedback, needs and lived experiences of stakeholders; and,
- Emerging technologies and goods movement policies.



Issues and Influences



**Environment &
Climate Emergency**



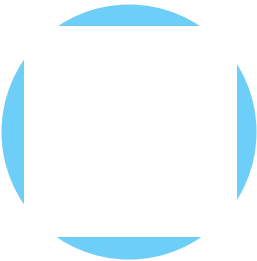
**Public Health
and Safety**



**Network
Connectivity**



**Rural
Issues**



Social Equity



**Emerging Technologies
and Policies**



**Development in
Employment Areas**



Hot Spots

Our Project Team

- Expertise in:
 - Multi-modal transportation planning and engineering
 - Goods movement
 - Environmental engineering and assessment
 - Traffic safety analysis
 - Network planning
 - Public engagement
 - Road design and loading
 - Cycling and pedestrian infrastructure design
 - Accessibility
 - Geographical information systems
 - Complete street design
 - Transportation policy evaluation and design
- Truck route network and goods movement experience from across Canada
 - Locally-based team



DAVID KRIGER



Scope Overview



Ongoing Stakeholder & Public Consultation

- Review relevant **planning and goods movement documents**
- Identify **problems and opportunities**
- Determine **vision, goals, objectives and principles**
- Define truck route **attributes and evaluation criteria**
- Inventory of **health, technical, social and natural environment**

Timeline: Fall 2019



Preliminary Evaluation Criteria Categories



Environment & Public Health



Social Equity



Land Use & Community Destinations



Multi-Modal Network Integration



Roadway Safety & Attributes



Economic Influences

- Define truck route **attributes and evaluation criteria**

Timeline: Fall 2019





Environment and Public Health Influences



1 Injury Prevention



2 Chronic Disease Prevention



3 Serious Injury and Fatality Prevention



4 Dust Pollution



5 Mental Health Well-Being



6 Climate Change Resiliency, Mitigation and Adaptation



7 Noise Impacts



8 Health Equities





Economic Influences

- 1 Transportation System Access
- 2 Route Quality
- 3 Route Reliability
- 4 Route Safety
- 5 Route Marketability
- 6 Route Operability
- 7 Regional System Consistency
- 8 Road/Route Design Elements
- 9 Driver Guidance
- 10 Economic Prosperity

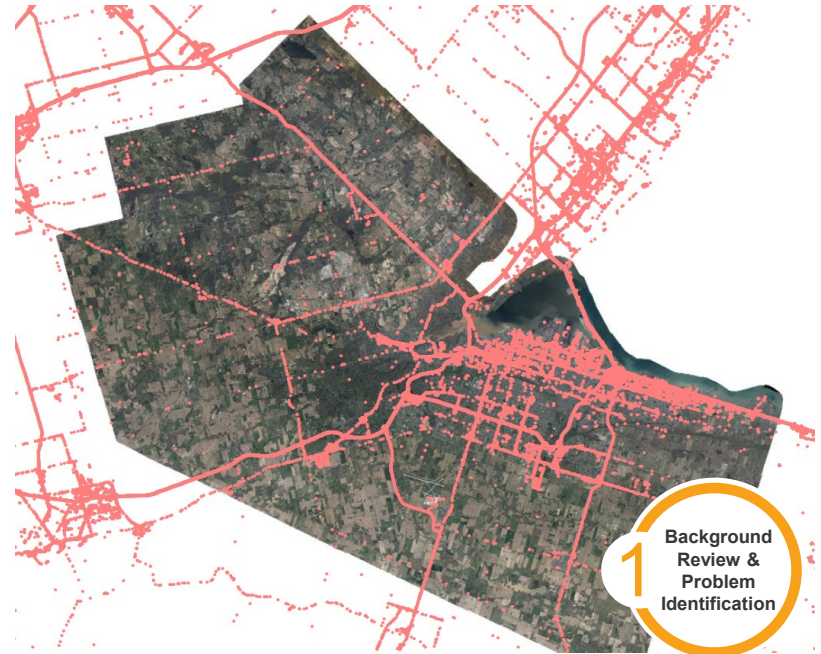


Data Collection and Sources

Collecting data and information from a variety of sources, including, but not limited to:

- **City of Hamilton** (e.g. collisions, extreme weather, community destinations, secondary & master plans, annual air quality, community services, roadway attributes, institutions)
- **Province of Ontario** (e.g. MTO commercial vehicle survey, regional transportation plan, regional strategic goods movement network)
- **Government of Canada** (e.g. census)
- **Industry** (e.g. truck telematics)
- **Community & stakeholder consultation**

Sample truck telemetric (tracking) data over a one month period.



- Conduct a goods movement **best practices and policy review** drawing on lessons learned from global cities
- Determine **policy/practice applicability** to different geographies, corridors and environments within Hamilton
- Recommend draft policy



Timeline: Fall 2019 to Winter 2020

- Conduct a goods movement **best practices and policy review** drawing on lessons learned from global cities

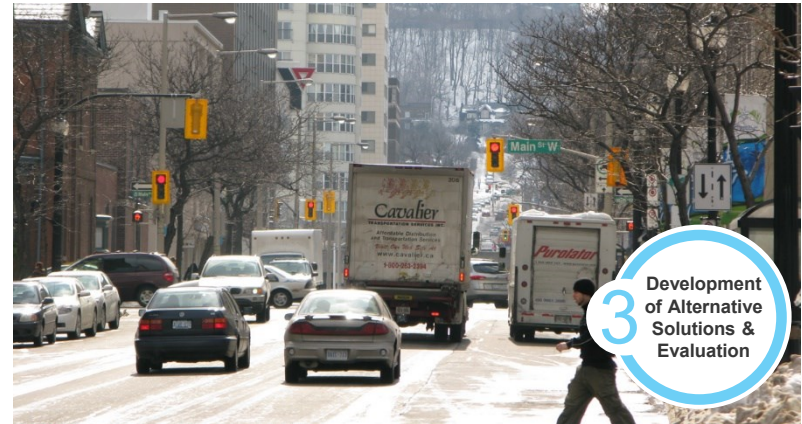
Goods Movement Special Policy Topics

- Public Health
- Climate change
- Vulnerable road users
- Integration with Complete-Liveable-Better streets
- Emerging technologies and disruptors
- Urban consolidation centres
- Integration of varying truck sizes and types
- Integration of trucks in roundabout design

Timeline: Fall 2019 to Winter 2020



- Develop network alternatives using a geographic information system
- **Evaluate** network alternatives



Timeline: Winter to Summer 2020

Public & Stakeholder Consultation

Phase 1: Let's Talk Trucks

Phase 2: Preliminary Findings

Opportunities for participatory involvement for individuals from the grassroots to industry, including:

- Resident associations
- Student associations
- Chambers of Commerce
- Business Improvement Areas
- Goods Movement community (e.g. port, airport, trucking association)
- Environmental groups
- Transportation advocacy groups
- Other community/advocacy groups
- Adjacent municipalities and provincial agencies
- Other residents and businesses.

Public & Stakeholder Consultation

Phase 1: Let's Talk Trucks

1. **Educating** stakeholders on topics related to the study (e.g. why have a truck route network? What types of trucks are there?)
2. **Listening** to stakeholders' and residents' needs, issues, concerns and other feedback related to the network and policies.

Activities

- Truck Route Subcommittee
- Meeting with adjacent municipalities and provincial Agencies
- Business Community (BIAs, Chambers)
- Goods Movement Community
- Community Group Workshop/Focus Group
- Public Information Centres (4 events) & pop-ups
- Interactive online mapping survey
- Educational sheets for events and project webpage
- Conversation kit

Public & Stakeholder Consultation



Phase 2: Preliminary Findings

1. **Presenting** the preliminary findings and recommendations to stakeholders and residents.
2. **Collecting and listening** to feedback, and incorporating it into the final plan, as appropriate.

Activities

- Truck Route Subcommittee
- Business Community (BIAs, Chambers)
- Goods Movement Community
- Community Group Workshop/Focus Group
- Public Information Centres (4 events) & pop-ups

Public & Stakeholder Consultation



Proposed Consultation Program

- Two rounds of four Public Information Centre (eight events)
- Notifications to stakeholders of the study and PIC events
- Online mapped-based survey and questionnaire
- Let's Talk Trucks Conversation Kit
- One meeting with adjacent municipalities
- Two Community Group Panel Discussions/Focus Group
- Two meetings with goods movement community
- Two meetings with Business Improvement Areas
- Two meetings with Chambers of Commerce
- Two rounds of four pop-ups at events/destinations (eight total)
- Three Truck Route Subcommittee and one Council meetings
- Study factsheets, project webpage and social media content

plus other City-led activities and meetings

Required Consultation per MCEA

- One Public Information Centre (one event)
- Notification to stakeholders of the study and PIC event

Public & Stakeholder Consultation

Proposed Consultation Program

**Truck Route Master
Plan Consultation**

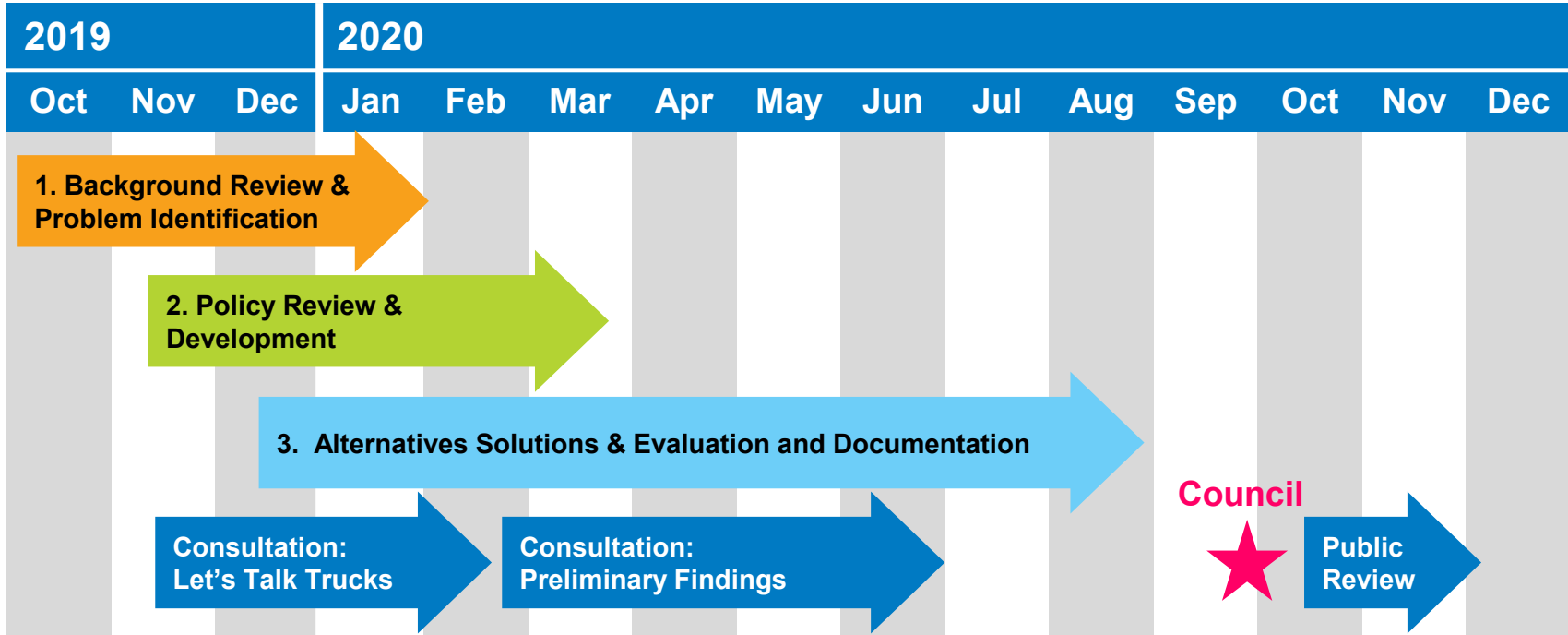
\$100,000

Required Consultation per MCEA

**Typical Minimum
Consultation Budget**

\$8,000 to \$15,000

Project Schedule





Thank You

