

# PUBLIC WORKS COMMITTEE MINUTES 19-015

9:30 a.m.
Monday, November 4, 2019
Council Chambers
Hamilton City Hall
71 Main Street West

**Present:** Councillors J.P. Danko (Vice-Chair), C. Collins, J. Farr, T. Jackson,

S. Merulla, N. Nann, E. Pauls, M. Pearson, and A. VanderBeek

**Absent with** 

**Regrets:** Councillors L. Ferguson (Chair) and T. Whitehead – Personal

Also Present: Councillors B. Clark and M. Wilson

#### THE FOLLOWING ITEMS WERE REFERRED TO COUNCIL FOR CONSIDERATION:

1. Citizen Committee Report from the Keep Hamilton Clean and Green Committee respecting the Keep Hamilton Clean and Green Committee's 2018-2022 Workplan (Item 7.2)

#### (Pearson/VanderBeek)

That the Keep Hamilton Clean and Green Committee 2018-2022 Workplan, attached as Appendix "A", be approved.

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

YES - Ward 2 Councillor Jason Farr

YES - Ward 3 Councillor Nrinder Nann

YES - Ward 4 Councillor Sam Merulla

YES - Ward 5 Councillor Chad Collins

YES - Ward 6 Councillor Tom Jackson

YES - Ward 7 Councillor Esther Pauls

YES - Vice-Chair - Ward 8 Councillor John-Paul Danko

NOT PRESENT - Ward 14 Councillor Terry Whitehead

YES - Ward 13 Councillor Arlene VanderBeek

NOT PRESENT - Chair - Ward 12 Councillor Lloyd Ferguson

YES - Ward 10 Councillor Maria Pearson

# 2. Intersection Control List (PW19001(e)) (Wards 1, 2, 8, 12, 13 and 15) (Item 7.3)

### (Pauls/Jackson)

That the appropriate By-law be presented to Council to provide traffic control as follows:

Intersection			<b>Stop Control Direction</b>		Class	Comments /	\A/a = d
Street 1 Street 2		Existing	Requested	Class	Petition	Ward	
Section "A" Ancaster							
(a)	Chambers Drive	Chambers Court	NC	WB	Α	New Street - Plan of New Subdivision	12
Section "B" Dundas							
(b)	York Road	Fieldgate Street	SB	All	В	Converting to allway stop – Clr approved	13
Section "C" Flamborough							
(c)	Hamilton Street	Barton Street	WB	All	Α	Converting to allway stop – Clr approved	15
Section "E" Hamilton							
(d)	Queen Street (Westerly cut-off)	Aberdeen	NC	SW	C	Queen St. Conversion – Clr Approved	1
(e)	Caroline Street	York Boulevard	NC	NB	O	Two-Way Conversion – Clr approved	2
(f)	Caroline Street	Market Street	EB/WB/SB	All	В	Two-Way Conversion – Clr approved	2
(g)	Mountbatt en Drive	Miami Drive	EB	ALL	Α	Converting to all-way stop – Clr approved	8

### Legend

No Control Existing (New Subdivision) - NC

Intersection Class: A - Local/Local B - Local/Collector C - Collector/Collector

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

YES - Ward 2 Councillor Jason Farr

YES - Ward 3 Councillor Nrinder Nann

YES - Ward 4 Councillor Sam Merulla

YES - Ward 5 Councillor Chad Collins

YES - Ward 6 Councillor Tom Jackson

YES - Ward 7 Councillor Esther Pauls

YES - Vice-Chair - Ward 8 Councillor John-Paul Danko

NOT PRESENT - Ward 14 Councillor Terry Whitehead

YES - Ward 13 Councillor Arlene VanderBeek

NOT PRESENT - Chair - Ward 12 Councillor Lloyd Ferguson

YES - Ward 10 Councillor Maria Pearson

3. Proposed Permanent Closure and Sale of a Portion of Public Unassumed Alley Abutting 263 East 21<sup>st</sup> Street, Hamilton (PW19089) (Ward 7) (Item 8.5)

# (Pauls/Jackson)

- (a) That the application of the owner of 263 East 21<sup>st</sup> Street, Hamilton, to permanently close and purchase a portion of the unassumed alleyway abutting the North side of 263 East 21<sup>st</sup> Street, Hamilton, ("Subject Lands"), as shown on Appendix "A", attached to Report PW19089, be approved, subject to the following conditions:
  - (i) 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:
    - (1) The General Manager of Public Works, or designate, signing the appropriate documentation to obtain any required court order; and,
    - (2) 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;
  - (ii) 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;
  - (iii) That the applicant provide access to the City, upon confirmation of location, to trim any trees currently growing within the Subject Lands in accordance with the City of Hamilton By-Law 15-125 to Regulate Trees on or Affecting Public Property, to the satisfaction of the Ward Councillor;
  - (iv) That the applicant within 1 year of the Subject Lands being officially transferred, be responsible for the full replacement of the existing fence abutting the Subject Lands and the properties known as 484-496 Brucedale Avenue East, to the satisfaction of the Ward Councillor; and,

- (v) That, subject to any required application to the Ontario Superior Court of Justice to permanently close the Subject Lands being approved:
  - (1) The City Solicitor be authorized and directed to prepare all necessary by-laws to permanently close and sell the alleyway, for enactment by Council;
  - (2) 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 263 East 21<sup>st</sup> Street, Hamilton, as described in Report PW19089, in accordance with the City of Hamilton Sale of Land Policy By-law 14-204;
  - (3) The City Solicitor be authorized to complete the transfer of the Subject Lands to the owners of 263 East 21<sup>st</sup> Street, Hamilton, pursuant to an Agreement of Purchase and Sale or Offer to Purchase as negotiated by the Real Estate Section of the Planning and Economic Development Department;
  - (4) 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; and,
  - (5) 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.

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

YES - Ward 2 Councillor Jason Farr

YES - Ward 3 Councillor Nrinder Nann

YES - Ward 4 Councillor Sam Merulla

YES - Ward 5 Councillor Chad Collins

YES - Ward 6 Councillor Tom Jackson

YES - Ward 7 Councillor Esther Pauls

YES - Vice-Chair - Ward 8 Councillor John-Paul Danko

NOT PRESENT - Ward 14 Councillor Terry Whitehead

YES - Ward 13 Councillor Arlene VanderBeek

NOT PRESENT - Chair - Ward 12 Councillor Lloyd Ferguson

YES - Ward 10 Councillor Maria Pearson

4. Wastewater Treatment Plant Bypass and Combined Sewer Overflow Reporting (PW19091) (City Wide) (Item 9.1)

# (Farr/Nann)

- (a) That staff be directed to conduct a formal engineering study to analyse the unmonitored combined sewer overflow locations and assess the feasibility and budget estimates for monitoring installations, and that staff report back to the Public Works Committee *no later than June 1, 2020 with an interim Information Report and no later than December 31, 2020* with the results of the study;
- (b) That staff be directed to report back to a future meeting of the Public Works Committee presenting an advanced external facing webpage that will provide information and answer questions about wastewater treatment plant bypasses and combined sewer overflows;
- (c) That the enhanced public notification protocol for bypasses at the wastewater treatment plant or at combined sewer overflow locations include a media release; and,
- (d) That federal and provincial funding be requested to assist in funding monitoring installations at thirteen unmonitored combined sewer overflow locations in the City of Hamilton.

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

YES - Ward 2 Councillor Jason Farr

YES - Ward 3 Councillor Nrinder Nann

YES - Ward 4 Councillor Sam Merulla

YES - Ward 5 Councillor Chad Collins

YES - Ward 6 Councillor Tom Jackson

YES - Ward 7 Councillor Esther Pauls

YES - Vice-Chair - Ward 8 Councillor John-Paul Danko

NOT PRESENT - Ward 14 Councillor Terry Whitehead

NOT PRESENT - Ward 13 Councillor Arlene VanderBeek

NOT PRESENT - Chair - Ward 12 Councillor Lloyd Ferguson

YES - Ward 10 Councillor Maria Pearson

5. Request for Legislation to Combat False "Flushability" Claims on Various Products

#### (Pearson/Nann)

WHEREAS, numerous personal hygiene and medical products available to consumers indicate "flushable" on their packaging;

WHEREAS, these products create issues in municipal water/wastewater treatment systems because they do not breakdown;

THEREFORE, BE IT RESOLVED:

That the Federal and Provincial Governments initiate legislation to require the makers of "flushable" products to indicate that these products are "not flushable".

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

YES - Ward 2 Councillor Jason Farr

YES - Ward 3 Councillor Nrinder Nann

YES - Ward 4 Councillor Sam Merulla

YES - Ward 5 Councillor Chad Collins

YES - Ward 6 Councillor Tom Jackson

YES - Ward 7 Councillor Esther Pauls

YES - Vice-Chair - Ward 8 Councillor John-Paul Danko

NOT PRESENT - Ward 14 Councillor Terry Whitehead

NOT PRESENT - Ward 13 Councillor Arlene VanderBeek

NOT PRESENT - Chair - Ward 12 Councillor Lloyd Ferguson

YES - Ward 10 Councillor Maria Pearson

6. Functional Traffic Study for Kenilworth Avenue from Main Street to Barton Street (PW17032(a)) (Ward 4) (Item 10.1)

# (Merulla/Farr)

- (a) That the proposed capital project for Kenilworth Avenue from Main Street to Barton Street be brought forward for consideration in the annual capital project programming process, to permit construction of Phase 1 (Britannia Avenue to Roxborough Avenue) and Phase 3 (Roxborough Avenue to Main Street) in 2027 or upon the completion of LRT;
- (b) That the design and construction of Phase 2 (Barton Street to Britannia Avenue) commence in 2020 and be completed in 2021, to be funded from the Ward 4 Area Rating Reserve Fund (108054) in an amount not to exceed \$300,000; and,
- (c) 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: Main Motion, As Amended, CARRIED by a vote of 8 to 0, as follows:

YES - Ward 2 Councillor Jason Farr

YES - Ward 3 Councillor Nrinder Nann

YES - Ward 4 Councillor Sam Merulla

YES - Ward 5 Councillor Chad Collins

YES - Ward 6 Councillor Tom Jackson

YES - Ward 7 Councillor Esther Pauls

YES - Vice-Chair - Ward 8 Councillor John-Paul Danko

NOT PRESENT - Ward 14 Councillor Terry Whitehead NOT PRESENT - Ward 13 Councillor Arlene VanderBeek NOT PRESENT - Chair - Ward 12 Councillor Lloyd Ferguson YES - Ward 10 Councillor Maria Pearson

# 7. Gage Park Accessible Swing Addition (Ward 3) (Item 11.1)

#### (Nann/Merulla)

WHEREAS, Gage Park is an active City-wide park in Ward 3, with recreational amenities supporting the community;

WHEREAS, a community minded and engaged resident initiated a fundraising program to support the addition of an independent swing for children and adults in wheelchairs at the westerly play area of Gage Park; and,

WHEREAS, the addition of this new amenity would also require site preparation and rubber surfacing;

#### THEREFORE, BE IT RESOLVED:

- (a) That Environmental Services Division staff be directed to initiate the implementation of a new wheelchair swing at the Gage Park westerly play area, including site preparation, rubber surfacing and swing, with an upset limit of \$50,000, to be funded from the Ward 3 Area Rating Reserve Account 108053;
- (b) That money received by the City from the citizen-led fundraising program for the implementation of a new wheelchair swing at the Gage Park westerly play area, be placed in the Ward 3 Area Rating Reserve Account 108053 to offset the costs of the project; and,
- (c) That the Mayor and City Clerk be authorized and directed to execute any required agreement(s) and ancillary documents for the implementation of a new wheelchair swing at the Gage Park westerly play area, 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 - Ward 2 Councillor Jason Farr

YES - Ward 3 Councillor Nrinder Nann

YES - Ward 4 Councillor Sam Merulla

YES - Ward 5 Councillor Chad Collins

YES - Ward 6 Councillor Tom Jackson

YES - Ward 7 Councillor Esther Pauls

YES - Vice-Chair - Ward 8 Councillor John-Paul Danko

NOT PRESENT - Ward 14 Councillor Terry Whitehead

NOT PRESENT - Ward 13 Councillor Arlene VanderBeek

NOT PRESENT - Chair - Ward 12 Councillor Lloyd Ferguson

#### YES - Ward 10 Councillor Maria Pearson

### 8. RA Riddell School and Gilkson Park Improvements (Ward 14) (Item 11.2)

#### (Pearson/Merulla)

WHEREAS, an existing basketball court located on Hamilton Wentworth School Board (HWDSB) lands at 200 Cranbrook Drive (RA Riddell School), adjacent to Gilkson Park, provides active use for the Gilkson community residents;

WHEREAS, the basketball court was constructed and maintained by the City of Hamilton on HWDSB lands in 1994;

WHEREAS, the basketball court is beyond its lifecycle and the community and park users would benefit from the replacement of this amenity; and,

WHEREAS, the community and park users would also benefit from a pathway connection from the play structure to the basketball court;

#### THEREFORE, BE IT RESOLVED:

- (a) That the existing basketball court located at 200 Cranbrook Drive, adjacent to Gilkson Park, be replaced with a new standard multi-use court and new park pathway, at a cost of \$120,000, to be funded from the Ward 14 Area Rating Account #108064; and,
- (b) That the Mayor and City Clerk be authorized and directed to execute any required agreement(s) and ancillary documents for the replacement of the existing basketball court located at 200 Cranbrook Drive with a new standard multi-use court and new park pathway, with such terms and conditions in a form satisfactory to the City Solicitor.

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

YES - Ward 2 Councillor Jason Farr

YES - Ward 3 Councillor Nrinder Nann

YES - Ward 4 Councillor Sam Merulla

YES - Ward 5 Councillor Chad Collins

YES - Ward 6 Councillor Tom Jackson

YES - Ward 7 Councillor Esther Pauls

YES - Vice-Chair - Ward 8 Councillor John-Paul Danko

NOT PRESENT - Ward 14 Councillor Terry Whitehead

YES - Ward 13 Councillor Arlene VanderBeek

NOT PRESENT - Chair - Ward 12 Councillor Lloyd Ferguson

YES - Ward 10 Councillor Maria Pearson

# 9. Investigation of the Installation of a Traffic Signal at the Intersection of Beach Boulevard and Eastport Drive (Ward 5) (Item 11.3)

# (Collins/Jackson)

WHEREAS, Hamilton Beach Neighbourhood residents have noticed an increase in the volume and speed of vehicles travelling along Eastport Drive;

WHEREAS, Eastport Drive is the alternative route to the Queen Elizabeth Way during service interruptions on the QEW;

WHEREAS, Eastport Drive can become quite congested during full or partial closures on the QEW, creating an unsafe condition for motorists attempting to turn in or out of the Beach neighbourhood;

WHEREAS, residents have requested the installation of a traffic signal at the aforementioned intersection to assist with safe access in and out of their neighbourhood; and,

WHEREAS, Eastport Drive is maintained by the Province of Ontario;

THEREFORE, BE IT RESOLVED:

That the City of Hamilton request the Ministry of Transportation to investigate the installation of a traffic signal at the intersection of Beach Boulevard and Eastport Drive.

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

YES - Ward 2 Councillor Jason Farr

YES - Ward 3 Councillor Nrinder Nann

YES - Ward 4 Councillor Sam Merulla

YES - Ward 5 Councillor Chad Collins

YES - Ward 6 Councillor Tom Jackson

YES - Ward 7 Councillor Esther Pauls

YES - Vice-Chair - Ward 8 Councillor John-Paul Danko

NOT PRESENT - Ward 14 Councillor Terry Whitehead

YES - Ward 13 Councillor Arlene VanderBeek

NOT PRESENT - Chair - Ward 12 Councillor Lloyd Ferguson

YES - Ward 10 Councillor Maria Pearson

# 10. Mohawk Sports Park Ball Diamond Lighting Improvements (Ward 6) (Item 11.4)

# (Jackson/Pauls)

WHEREAS, ball diamond #3, located in Mohawk Sports Park is consistently booked by user groups such as, the Cardinals Association; and,

WHEREAS, ball diamond #3 would benefit from the installation of sport lighting to extend the duration of playable time for user groups;

# THEREFORE, BE IT RESOLVED:

- (a) That the Parks & Cemeteries Section of Public Works be directed to install sport lighting at Mohawk Sports Park ball diamond #3 with funding to be allocated from the Ward 6 Area Rating Account #108056 to an upset limit of \$300,000;
- (b) That \$12,000 for the annual cost of electricity and maintenance be included in the Parks and Cemeteries Section's 2020 annual base operating budget; and,
- (c) 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 9 to 0, as follows:

YES - Ward 2 Councillor Jason Farr

YES - Ward 3 Councillor Nrinder Nann

YES - Ward 4 Councillor Sam Merulla

YES - Ward 5 Councillor Chad Collins

YES - Ward 6 Councillor Tom Jackson

YES - Ward 7 Councillor Esther Pauls

YES - Vice-Chair - Ward 8 Councillor John-Paul Danko

NOT PRESENT - Ward 14 Councillor Terry Whitehead

YES - Ward 13 Councillor Arlene VanderBeek

NOT PRESENT - Chair - Ward 12 Councillor Lloyd Ferguson

YES - Ward 10 Councillor Maria Pearson

# 11. Traffic Island Beautification at the Intersections of Upper Gage Avenue and Stone Church Road East, Upper Ottawa Street and Unsworth Drive, and Dartnall Road and Stone Church Road East (Ward 6) (Item 11.5)

#### (Jackson/Merulla)

WHEREAS, there is interest from Ward 6 Residents in converting select traffic islands from concrete or other surfacing to annual plant material to beautify the roadway;

WHEREAS, floral beautification of traffic medians is appreciated by residents and visitors to the City of Hamilton; and,

WHEREAS, floral beautification increases the public profile of the City of Hamilton;

- (a) That staff be directed to convert existing traffic islands to floral traffic islands for beautification at the intersections of Upper Gage Avenue and Stone Church Road East, Upper Ottawa Street and Unsworth Drive, and Dartnall Road and Stone Church Road East, at a cost of \$126,317, to be funded from the Ward 6 Area Rating Reserve (108056);
- (b) That \$18,755 for the annual planting, irrigation and maintenance of the traffic islands at the intersections of Upper Gage Avenue and Stone Church Road East, Upper Ottawa Street and Unsworth Drive, and Dartnall Road and Stone Church Road East be included in the Public Works Department's 2020 annual base operating budget; and,
- (c) That the Mayor and City Clerk be authorized and directed to execute any required agreement(s) and ancillary documents for the beautification of the traffic islands at the intersections of Upper Gage Avenue and Stone Church Road East, Upper Ottawa Street and Unsworth Drive, and Dartnall Road and Stone Church Road East, with such terms and conditions in a form satisfactory to the City Solicitor.

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

YES - Ward 2 Councillor Jason Farr

YES - Ward 3 Councillor Nrinder Nann

YES - Ward 4 Councillor Sam Merulla

YES - Ward 5 Councillor Chad Collins

YES - Ward 6 Councillor Tom Jackson

YES - Ward 7 Councillor Esther Pauls

YES - Vice-Chair - Ward 8 Councillor John-Paul Danko

NOT PRESENT - Ward 14 Councillor Terry Whitehead

YES - Ward 13 Councillor Arlene VanderBeek

NOT PRESENT - Chair - Ward 12 Councillor Lloyd Ferguson

YES - Ward 10 Councillor Maria Pearson

# 12. Replacement of Deficient Portions of Pathways and the Multi-Use Court Within Father Sean O'Sullivan Memorial Park (Ward 5) (Item 11.6)

#### (Collins/Merulla)

WHEREAS, portions of the pathways through Father Sean O'Sullivan Memorial Park were recently assessed and determined to be in fair to poor condition; and,

WHEREAS, the multi-use court within Father Sean O'Sullivan Memorial Park was recently assessed and determined to be in poor condition;

#### THEREFORE, BE IT RESOLVED:

(a) That the deficient portions of pathways and the multi-use court within Father Sean O'Sullivan Memorial Park be replaced at an estimated cost of

\$160,000, to be funded from the Ward 5 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 for the replacement of deficient portions of pathways and the multi-use court within Father Sean O'Sullivan Memorial Park, with such terms and conditions in a form satisfactory to the City Solicitor.

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

YES - Ward 2 Councillor Jason Farr

YES - Ward 3 Councillor Nrinder Nann

YES - Ward 4 Councillor Sam Merulla

YES - Ward 5 Councillor Chad Collins

YES - Ward 6 Councillor Tom Jackson

YES - Ward 7 Councillor Esther Pauls

YES - Vice-Chair - Ward 8 Councillor John-Paul Danko

NOT PRESENT - Ward 14 Councillor Terry Whitehead

YES - Ward 13 Councillor Arlene VanderBeek

NOT PRESENT - Chair - Ward 12 Councillor Lloyd Ferguson

YES - Ward 10 Councillor Maria Pearson

# 13. Traffic Island Beautification on Kenilworth Avenue South, Hamilton (Ward 4) (Item 11.7)

### (Merulla/Jackson)

WHEREAS, there is interest from Ward 4 Residents to convert traffic islands to allow for the installation of annual plant material to beautify the roadway;

WHEREAS, floral beautification of traffic islands is appreciated by residents and visitors to the City of Hamilton; and,

WHEREAS, floral beautification increases the public profile of the City of Hamilton;

- (a) That staff be directed to convert the existing hard surface traffic island on Kenilworth Avenue South to a floral traffic island for beautification, at a cost of \$55,650, to be funded from the Ward 4 Area Rating Reserve (108054);
- (b) That \$15,830 for the annual planting and maintenance of the traffic island be added to the Public Works Department's 2020 annual base operating budget; and,

(c) That the Mayor and City Clerk be authorized and directed to execute any required agreement(s) and ancillary documents for the beautification of the traffic island on Kenilworth Avenue South, with such terms and conditions in a form satisfactory to the City Solicitor.

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

YES - Ward 2 Councillor Jason Farr

YES - Ward 3 Councillor Nrinder Nann

YES - Ward 4 Councillor Sam Merulla

YES - Ward 5 Councillor Chad Collins

YES - Ward 6 Councillor Tom Jackson

YES - Ward 7 Councillor Esther Pauls

YES - Vice-Chair - Ward 8 Councillor John-Paul Danko

NOT PRESENT - Ward 14 Councillor Terry Whitehead

YES - Ward 13 Councillor Arlene VanderBeek

NOT PRESENT - Chair - Ward 12 Councillor Lloyd Ferguson

YES - Ward 10 Councillor Maria Pearson

# 14. Beautification of T.B. McQuesten Community Park Entrance and Traffic Island Beautification on Upper Sherman Avenue, Hamilton (Ward 7) (Item 11.8)

#### (Pauls/Jackson)

WHEREAS, there is interest from Ward 7 Residents to convert select traffic islands to allow for the installation of irrigation and annual plant material to beautify the roadway;

WHEREAS, floral beautification of traffic medians is appreciated by residents and visitors to the City of Hamilton; and,

WHEREAS, floral beautification increases the public profile of the City of Hamilton;

- (a) That staff be directed to convert the T.B. McQuesten Community Park entrance on Upper Wellington Street and the existing traffic island on Upper Sherman Avenue, south of the Lincoln M. Alexander Parkway, to floral features for beautification, at a cost of \$98,500, be funded from the Ward 7 Area Rating Reserve (108057);
- (b) That \$26,400 for the annual planting, irrigation and maintenance of the T.B. McQuesten Community Park entrance on Upper Wellington Street and the existing traffic island on Upper Sherman Avenue, south of the Lincoln M. Alexander Parkway, be added to the Public Works Department's 2020 annual base operating budget; and,

(c) That the Mayor and City Clerk be authorized and directed to execute any required agreement(s) and ancillary documents for the beatification of the T.B. McQuesten Community Park entrance on Upper Wellington Street and the existing traffic island on Upper Sherman Avenue, south of the Lincoln M. Alexander Parkway, with such terms and conditions in a form satisfactory to the City Solicitor.

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

YES - Ward 2 Councillor Jason Farr

YES - Ward 3 Councillor Nrinder Nann

YES - Ward 4 Councillor Sam Merulla

YES - Ward 5 Councillor Chad Collins

YES - Ward 6 Councillor Tom Jackson

YES - Ward 7 Councillor Esther Pauls

YES - Vice-Chair - Ward 8 Councillor John-Paul Danko

NOT PRESENT - Ward 14 Councillor Terry Whitehead

YES - Ward 13 Councillor Arlene VanderBeek

NOT PRESENT - Chair - Ward 12 Councillor Lloyd Ferguson

YES - Ward 10 Councillor Maria Pearson

# 15. Valley Park Sign Evergreen Planting and Christmas Light Installation Upgrades (Ward 9) (Added Item 11.9)

# (Jackson/Collins)

WHEREAS, there is an existing landscaped gateway sign feature in Valley Park;

WHEREAS, the citizens of Ward 9 would like to enhance the gateway sign at Valley Park with evergreen trees to be installed and maintained by the Forestry & Horticulture Section, Environmental Services Division of the City of Hamilton; and,

WHEREAS, the citizens of Ward 9 would like the to enhance the gateway sign in Valley Park with Christmas Lights on the evergreen trees, installed and maintained by the Parks & Cemeteries Section, Environmental Services Division of the City of Hamilton;

- (a) That the supply, installation and maintenance of six evergreen trees adjacent to the Valley Park gateway sign, at a cost of \$4,500, be funded from the Ward 9 Area Rating Reserve (108059);
- (b) That the supply and installation of an underground conduit and power pedestal, at a cost of \$3,500, be funded from the Ward 9 Area Rating Reserve (108059);

- (c) That \$2,000 for the annual installation and maintenance of lights be added to the Public Works Department's 2020 annual base operating budget; and.
- (d) That the Mayor and City Clerk be authorized and directed to execute any required agreement(s) and ancillary documents for the installation and maintenance of evergreen trees and lighting within Valley Park, with such terms and conditions in a form satisfactory to the City Solicitor.

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

YES - Ward 2 Councillor Jason Farr

YES - Ward 3 Councillor Nrinder Nann

YES - Ward 4 Councillor Sam Merulla

YES - Ward 5 Councillor Chad Collins

YES - Ward 6 Councillor Tom Jackson

YES - Ward 7 Councillor Esther Pauls

YES - Vice-Chair - Ward 8 Councillor John-Paul Danko

NOT PRESENT - Ward 14 Councillor Terry Whitehead

YES - Ward 13 Councillor Arlene VanderBeek

NOT PRESENT - Chair - Ward 12 Councillor Lloyd Ferguson

YES - Ward 10 Councillor Maria Pearson

#### FOR INFORMATION:

#### (a) CHANGES TO THE AGENDA (Item 2)

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

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

6.1 Tom Ker respecting Various Road Infrastructure Concerns and the Storm Sewer Remediation Project (for a future meeting)

#### 8. PUBLIC HEARINGS / DELEGATIONS (Item 8)

8.1 Larry Di Ianni, Monument Builders of Hamilton, respecting the City of Hamilton's Cemeteries Business Plan

Rescheduled to November 18, 2019 at the request of the Delegate.

8.2 Doug King, Ontario Monument Builders Association, respecting the City of Hamilton's Cemeteries Business Plan

Rescheduled to November 18, 2019 at the request of the Delegate.

8.3 Warren Haley, Sharp Monuments, respecting the City of Hamilton's Cemeteries Business Plan

Rescheduled to November 18, 2019 at the request of the Delegate.

8.4 Marty Langlois, Woodland Memorials, respecting the City of Hamilton's Cemeteries Business Plan

Rescheduled to November 18, 2019 at the request of the Delegate.

# 12. NOTICES OF MOTION (Item 12)

- 12.1 Modification of the Waste Collection Services Request for Proposal to Include Options for Bi-Weekly Collection of Landfill Waste (City Wide)
- 12.2 Valley Park Sign Evergreen Planting and Christmas Light Installation Upgrades (Ward 9)

# (Pearson/VanderBeek)

That the agenda for the November 4, 2019 Public Works Committee meeting be approved, as amended.

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

NOT PRESENT - Ward 2 Councillor Jason Farr

YES - Ward 3 Councillor Nrinder Nann

YES - Ward 4 Councillor Sam Merulla

NOT PRESENT - Ward 5 Councillor Chad Collins

YES - Ward 6 Councillor Tom Jackson

YES - Ward 7 Councillor Esther Pauls

YES - Vice-Chair - Ward 8 Councillor John-Paul Danko

NOT PRESENT - Ward 14 Councillor Terry Whitehead

YES - Ward 13 Councillor Arlene VanderBeek

NOT PRESENT - Chair - Ward 12 Councillor Lloyd Ferguson

YES - Ward 10 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) September 30, 2019 (Item 4.1)

(Pauls/Jackson)

That the Minutes of the September 30, 2019 meeting of the Public Works Committee be approved, as presented.

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

YES - Ward 2 Councillor Jason Farr

YES - Ward 3 Councillor Nrinder Nann

YES - Ward 4 Councillor Sam Merulla

NOT PRESENT - Ward 5 Councillor Chad Collins

YES - Ward 6 Councillor Tom Jackson

YES - Ward 7 Councillor Esther Pauls

YES - Vice-Chair - Ward 8 Councillor John-Paul Danko

NOT PRESENT - Ward 14 Councillor Terry Whitehead

YES - Ward 13 Councillor Arlene VanderBeek

NOT PRESENT - Chair - Ward 12 Councillor Lloyd Ferguson

YES - Ward 10 Councillor Maria Pearson

# (d) DELEGATION REQUESTS (Item 6)

(i) Tom Ker respecting Various Road Infrastructure Concerns and the Storm Sewer Remediation Project (for a future meeting) (Added Item 6.1)

#### (Nann/Merulla)

That the delegation request, submitted by Tom Ker, respecting Various Road Infrastructure Concerns and the Storm Sewer Remediation Project, be approved for a future meeting.

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

YES - Ward 2 Councillor Jason Farr

YES - Ward 3 Councillor Nrinder Nann

YES - Ward 4 Councillor Sam Merulla

NOT PRESENT - Ward 5 Councillor Chad Collins

YES - Ward 6 Councillor Tom Jackson

YES - Ward 7 Councillor Esther Pauls

YES - Vice-Chair - Ward 8 Councillor John-Paul Danko

NOT PRESENT - Ward 14 Councillor Terry Whitehead

YES - Ward 13 Councillor Arlene VanderBeek

NOT PRESENT - Chair - Ward 12 Councillor Lloyd Ferguson

YES - Ward 10 Councillor Maria Pearson

# (e) CONSENT ITEMS (Item 7)

(i) Various Advisory Committee/Sub-Committee Minutes (Item 7.1)

(Farr/Pearson)

That the minutes of the following Advisory/Sub-Committees, be received:

- (1) Waste Management Advisory Committee June 11, 2019 (Item 7.1(a))
- (2) Hamilton Cycling Committee September 4, 2019 (Item 7.1(b))
- (3) Keep Hamilton Clean and Green Advisory Committee September 17, 2019 (Item 7.1(c))

CARRIED

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

(i) Proposed Permanent Closure and Sale of a Portion of Public Unassumed Alley Abutting 263 East 21<sup>st</sup> Street, Hamilton (PW19089) (Ward 7) (Item 8.5)

Councillor Danko advised that notice of the Proposed Permanent Closure and Sale of a Portion of Public Unassumed Alley Abutting 263 East 21<sup>st</sup> Street, Hamilton (PW19089) (Ward 7) was given as required under the City's By-law #14-204 – the Sale of Land Policy By-law.

The Committee Clerk advised that there were no registered speakers.

The Chair asked three times if there were any members of the public in attendance who wished to come forward to speak to the matter. Four individuals came forward.

# Non-Registered Speakers:

#### 1. Kelvin Edwards

Kelvin Edwards addressed the Committee with concerns respecting the Proposed Permanent Closure and Sale of a Portion of Public Unassumed Alley Abutting 263 East 21<sup>st</sup> Street, Hamilton.

#### 2. Debbie Riddell

Debbie Riddell addressed the Committee with concerns respecting the Proposed Permanent Closure and Sale of a Portion of Public Unassumed Alley Abutting 263 East 21st Street, Hamilton.

#### 3. Robert McQueen

Robert McQueen addressed the Committee in support of the Proposed Permanent Closure and Sale of a Portion of Public Unassumed Alley Abutting 263 East 21st Street, Hamilton.

#### 4. Richard McQueen

Richard McQueen addressed the Committee in support of the Proposed Permanent Closure and Sale of a Portion of Public Unassumed Alley Abutting 263 East 21<sup>st</sup> Street, Hamilton.

#### (Pauls/Jackson)

That the non-registered delegations be received.

**CARRIED** 

#### (Pauls/VanderBeek)

That the public meeting be closed.

CARRIED

For further disposition of this matter, refer to Item 3.

# (g) STAFF PRESENTATIONS (Item 9)

# (i) Wastewater Treatment Plant Bypass and Combined Sewer Overflow Reporting (PW19091) (City Wide) (Item 9.1)

Nick Winters, Director, Water & Wastewater Operations, addressed Committee respecting Report PW19091 - Wastewater Treatment Plant Bypass and Combined Sewer Overflow Reporting, with the aid of a presentation and a video.

#### (Pauls/Jackson)

That the presentation and the video, respecting Report PW19091 - Wastewater Treatment Plant Bypass and Combined Sewer Overflow Reporting, be received.

**CARRIED** 

A copy of the presentation is available on the City's website at <a href="https://www.hamilton.ca">www.hamilton.ca</a> or through the Office of the City Clerk.

The video that was shown, respecting a Combined Sewer System Overview, can be found at the following link: <a href="https://www.youtube.com/watch?v=iewH6iJMtS0">https://www.youtube.com/watch?v=iewH6iJMtS0</a>

#### (Jackson/Collins)

That Report PW19091, respecting the Wastewater Treatment Plant Bypass and Combined Sewer Overflow Reporting, be **amended** by revising recommendation (a), as follows:

(a) That staff be directed to conduct a formal engineering study to analyse the unmonitored combined sewer overflow locations and assess the feasibility and budget estimates for monitoring

installations, and that staff report back to a future meeting of the Public Works Committee no later than June 1, 2020 with an interim Information Report and no later than December 31, 2020 with the results of the study;

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

YES - Ward 2 Councillor Jason Farr

YES - Ward 3 Councillor Nrinder Nann

YES - Ward 4 Councillor Sam Merulla

YES - Ward 5 Councillor Chad Collins

YES - Ward 6 Councillor Tom Jackson

YES - Ward 7 Councillor Esther Pauls

YES - Vice-Chair - Ward 8 Councillor John-Paul Danko

NOT PRESENT - Ward 14 Councillor Terry Whitehead

NOT PRESENT - Ward 13 Councillor Arlene VanderBeek

NOT PRESENT - Chair - Ward 12 Councillor Lloyd Ferguson

YES - Ward 10 Councillor Maria Pearson

#### (Collins/Farr)

That Report PW19091, respecting the Wastewater Treatment Plant Bypass and Combined Sewer Overflow Reporting, be further **amended** by adding recommendations (c) and (d), as follows:

- (c) That the enhanced public notification protocol for bypasses at the wastewater treatment plant or at combined sewer overflow locations include a media release; and,
- (d) That federal and provincial funding be requested to assist in funding monitoring installations at thirteen unmonitored combined sewer overflow locations in the City of Hamilton.

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

YES - Ward 2 Councillor Jason Farr

YES - Ward 3 Councillor Nrinder Nann

YES - Ward 4 Councillor Sam Merulla

YES - Ward 5 Councillor Chad Collins

YES - Ward 6 Councillor Tom Jackson

YES - Ward 7 Councillor Esther Pauls

YES - Vice-Chair - Ward 8 Councillor John-Paul Danko

NOT PRESENT - Ward 14 Councillor Terry Whitehead

NOT PRESENT - Ward 13 Councillor Arlene VanderBeek

NOT PRESENT - Chair - Ward 12 Councillor Lloyd Ferguson

YES - Ward 10 Councillor Maria Pearson

For further disposition of this matter, refer to Item 4.

From the discussion respecting the Wastewater Treatment Plant Bypass and Combined Sewer Overflow Reporting, a motion respecting products with false "Flushability" claims was put forward.

For disposition of this matter, refer to Item 5.

### (h) DISCUSSION ITEMS (Item 10)

(i) Functional Traffic Study for Kenilworth Avenue from Main Street to Barton Street (PW17032(a)) (Ward 4) (Item 10.1)

#### (Merulla/Nann)

That Report PW17032(a), respecting a Functional Traffic Study for Kenilworth Avenue from Main Street to Barton Street, be *amended* by revising recommendation (a) and adding recommendations (b) and (c), as follows:

- (a) That the proposed capital project for Kenilworth Avenue from Main Street to Barton Street be brought forward for consideration in the annual capital project programming process, to permit construction of Phase 1 (Britannia Avenue to Roxborough Avenue) and Phase 3 (Roxborough Avenue to Main Street) in 2027 or upon the completion of LRT;
- (b) That the design and construction of Phase 2 (Barton Street to Britannia Avenue) commence in 2020 and be completed in 2021, to be funded from the Ward 4 Area Rating Reserve Fund (108054) in an amount not to exceed \$300,000; and,
- (c) 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: Amendment CARRIED by a vote of 8 to 0, as follows:

YES - Ward 2 Councillor Jason Farr

YES - Ward 3 Councillor Nrinder Nann

YES - Ward 4 Councillor Sam Merulla

YES - Ward 5 Councillor Chad Collins

YES - Ward 6 Councillor Tom Jackson

YES - Ward 7 Councillor Esther Pauls

YES - Vice-Chair - Ward 8 Councillor John-Paul Danko

NOT PRESENT - Ward 14 Councillor Terry Whitehead

NOT PRESENT - Ward 13 Councillor Arlene VanderBeek

NOT PRESENT - Chair - Ward 12 Councillor Lloyd Ferguson

YES - Ward 10 Councillor Maria Pearson

For further disposition of this matter, refer to Item 6.

# (i) NOTICES OF MOTION (Item 12)

Vice-Chair Danko relinquished the Chair to Councillor Jackson to introduce the following Notice of Motion:

(i) Modification of the Waste Collection Services Request for Proposal to Include Options for Bi-Weekly Collection of Landfill Waste (City Wide) (Added Item 12.1)

WHEREAS, in September 2019 City staff reported that the successful Request for Proposal for the Operations and Maintenance of the Material Recycling Facility would result in a net annual increase in cost of \$2.697 million for a total increase in cost to taxpayers of \$13.485 million over the five-year contract term;

WHEREAS, Hamilton taxpayers are facing significant municipal property tax increases in the following years and Council is dedicated to identifying savings and efficiencies in waste management;

WHEREAS, in October 2019 the Regional Municipality of Niagara approved changing from weekly collection of one container of landfill waste to bi-weekly collection of two containers of landfill waste;

WHEREAS, nine comparable municipalities including Halton, Waterloo and Ottawa all have bi-weekly collection of landfill waste which has resulted in significant improvements to diversion from landfills;

WHEREAS, the City of Hamilton has a landfill waste diversion goal of 65%:

WHEREAS, the City of Hamilton currently has a landfill waste diversion rate between 40% to 50% which has remained stagnant over the last several years;

WHEREAS, it is estimated that bi-weekly landfill waste collection will improve diversion rates and for every 5% of landfill waste diverted, the life of the Glanbrook Landfill would be extended by another four years resulting in an estimated value to taxpayers of \$63 million in landfill space;

WHEREAS, in January 2012 City staff recommended bi-weekly collection of landfill waste as the preferred option for the 2013 to 2020 waste collection service contract with an estimated savings of approximately \$3 million annually over the collection period of 2013 to 2020;

WHEREAS, in April 2017 the previous term of Council directed staff to "investigate opportunities for various alternative service delivery methods

for the City's waste collection programs for Council's consideration, while retaining the current public/private service delivery model, the weekly collection service and the garbage collection days...";

WHEREAS, City Staff executed a contractual one-year extension to the 2013 to 2020 waste collection service contract in order to evaluate impacts of the Waste Free Ontario Act, Extended Producer Responsibility; and,

WHEREAS, City staff are currently preparing a Request for Proposals for waste collection services including the weekly collection of landfill waste, bulk waste, yard waste, organic waste and front-end bin service garbage collection for the term of 2021-2028, and weekly collection of recyclables for the term of 2021 to 2025 to align with the Waste Free Ontario Act, Extended Producer Responsibility;

- (a) That staff amend the Request for Proposals for waste collection services that is currently being prepared to include the following two separate options for private sector bid:
  - (i) CONTRACTED WEEKLY LANDFILL WASTE COLLECTION of a single container of landfill waste and weekly collection of recycling, call-in bulk waste, yard waste, organic waste and front-end bin service garbage collection; and,
  - (ii) CONTRACTED BI-WEEKLY LANDFILL WASTE COLLECTION of two containers of landfill waste and maintaining weekly collection of recycling, call-in bulk waste, yard waste, organic waste and front-end bin service garbage collection;
- (b) That staff conduct an internal costing exercise to bring the procured waste collection service contract work in-house including the following two separate options:
  - (i) CITY WEEKLY LANDFILL WASTE COLLECTION of a single container of landfill waste and weekly collection of recycling, call-in bulk waste, yard waste, organic waste and front-end bin service garbage collection; and,
  - (ii) CITY BI-WEEKLY LANDFILL WASTE COLLECTION of two containers of landfill waste and maintaining weekly collection of recycling, call-in bulk waste, yard waste, organic waste and front-end bin service garbage collection;
- (c) That staff report back to the Public Works Committee on the results of the private sector bid for waste collection services and the staff

internal costing exercise to bring the procured waste collection service contract work in-house.

Vice-Chair Danko assumed the Chair.

# (ii) Valley Park Sign Evergreen Planting and Christmas Light Installation Upgrades (Ward 9) (Added Item 12.2)

Councillor Jackson introduced a Notice of Motion respecting Valley Park Sign Evergreen Planting and Christmas Light Installation Upgrades.

### (Jackson/Collins)

That the Rules of Order be waived to allow for the introduction of a Motion respecting Valley Park Sign Evergreen Planting and Christmas Light Installation Upgrades.

# Result: Motion CARRIED by a 2/3's majority by a vote of 9 to 0, as follows:

YES - Ward 2 Councillor Jason Farr

YES - Ward 3 Councillor Nrinder Nann

YES - Ward 4 Councillor Sam Merulla

YES - Ward 5 Councillor Chad Collins

YES - Ward 6 Councillor Tom Jackson

YES - Ward 7 Councillor Esther Pauls

YES - Vice-Chair - Ward 8 Councillor John-Paul Danko

NOT PRESENT - Ward 14 Councillor Terry Whitehead

YES - Ward 13 Councillor Arlene VanderBeek

NOT PRESENT - Chair - Ward 12 Councillor Lloyd Ferguson

YES - Ward 10 Councillor Maria Pearson

For further disposition of this matter, refer to Item 15.

Councillor Collins introduced the following Notice of Motion:

# (iii) Removal of a City-Owned Tree at 107 First Street North, Hamilton (Ward 5) (Added Item 12.3)

WHEREAS, a City of Hamilton tree has caused extreme damage to the foundation of the home 107 First Street North, Hamilton;

THEREFORE, BE IT RESOLVED:

That Forestry Staff be directed to remove the City-owned 62cm Siberian Elm tree at 107 First Street North, Hamilton.

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

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

#### (Pearson/VanderBeek)

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

- (a) Items Requiring a New Due Date:
  - (i) PRESTO Operating Agreement Item on OBL: N Current Due Date: November 4, 2019 Proposed New Due Date: November 14, 2019
  - (ii) Red Hill Valley Project Integrated Environmental Monitoring Program Item on OBL: Z Current Due Date: November 18, 2019 Proposed New Due Date: December 2, 2019
  - (iii) Minimum Maintenance Standards Changes Item on OBL: AC Current Due Date: November 4, 2019 Proposed New Due Date: Q3 2020
  - (iv) Lincoln M. Alexander Parkway (LINC) and Red Hill Valley Parkway (RHVP) Transportation and Safety Update Item on OBL: AE
    Current Due Date: December 2, 2019
    Proposed New Due Date: March 2020
  - (v) Friends of the Aviary Business Case Review and Extension of Agreement
     Item on OBL: AM
     Current Due Date: November 18, 2019
     Proposed New Due Date: December 2, 2019
  - (vi) Additional Report on Vision ZeroItem on OBL: APCurrent Due Date: November 4, 2019Proposed New Due Date: December 2, 2019
  - (vii) Certificate of Recognition (COR™) Program Item on OBL: AQ
     Current Due Date: November 4, 2019
     Proposed New Due Date: March 23, 2020
- (b) Items Considered Complete and Needing to be Removed:

- (i) Timely Notice of Any Discharges of Untreated or Partially Treated Sewerage into Hamilton Harbour from Local Municipal Sewerage Treatment Plants Addressed as Item 9.1 on today's agenda - Report PW19091 Item on OBL: AJ
- (ii) Functional Traffic Study for Kenilworth Avenue from Main Street to Barton Street Addressed as Item 10.1 on today's agenda - Report PW17032(a) Item on OBL: J

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

YES - Ward 2 Councillor Jason Farr

YES - Ward 3 Councillor Nrinder Nann

YES - Ward 4 Councillor Sam Merulla

YES - Ward 5 Councillor Chad Collins

YES - Ward 6 Councillor Tom Jackson

YES - Ward 7 Councillor Esther Pauls

YES - Vice-Chair - Ward 8 Councillor John-Paul Danko

NOT PRESENT - Ward 14 Councillor Terry Whitehead

YES - Ward 13 Councillor Arlene VanderBeek

NOT PRESENT - Chair - Ward 12 Councillor Lloyd Ferguson

YES - Ward 10 Councillor Maria Pearson

# (k) ADJOURNMENT (Item 15)

### (Pauls/Jackson)

That there being no further business, the Public Works Committee be adjourned at 11:09 a.m.

**CARRIED** 

Respectfully submitted,

Councillor J.P. Danko Vice-Chair, Public Works Committee

Alicia Davenport Legislative Coordinator Office of the City Clerk