



City of Hamilton

PUBLIC WORKS COMMITTEE REVISED

Meeting #: 21-007
Date: May 17, 2021
Time: 1:30 p.m.
Location: Due to the COVID-19 and the Closure of City Hall (CC)

All electronic meetings can be viewed at:

City's Website:
<https://www.hamilton.ca/council-committee/council-committee-meetings/meetings-and-agendas>

City's YouTube Channel:
<https://www.youtube.com/user/InsideCityofHamilton> or Cable 14

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

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Item on OBL: AAE

Current Due Date: May 31, 2021

Proposed New Due Date: June 14, 2021

13.1.a.b. COVID-19 Recovery Phase Mobility Plan

Item on OBL: ABE

Current Due Date: May 31, 2021

Proposed New Due Date: June 14, 2021

13.1.a.c. Stormwater Gap Evaluation

Item on OBL: ABM

Current Due Date: May 31, 2021

Proposed New Due Date: July 7, 2021

14. PRIVATE AND CONFIDENTIAL

14.1. Closed Session Minutes - May 3, 2021

Pursuant to Section 9.1, Sub-sections (e), (f) and (k) of the City's Procedural By-law 21-021, and Section 239(2), Sub-sections (e), (f) and (k) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and, a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

- 14.2. Management and Processing of the City of Hamilton's Green Cart Material (LS21011(a)/PW21024(a)) (City Wide) (deferred from the May 3, 2021 meeting)

Pursuant to Section 9.1, Sub-sections (e), (f) and (k) of the City's Procedural By-law 21-021, and Section 239(2), Sub-sections (e), (f) and (k) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and, a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

- 14.3. Management and Processing of the City of Hamilton's Green Cart Material (LS21011(b)/PW21024(b)) (City Wide)

Pursuant to Section 9.1, Sub-sections (e), (f) and (k) of the City's Procedural By-law 21-021, and Section 239(2), Sub-sections (e), (f) and (k) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and, a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

15. ADJOURNMENT



**PUBLIC WORKS COMMITTEE
MINUTES 21-006**

1:30 p.m.

Monday, May 3, 2021

Council Chambers

Hamilton City Hall

71 Main Street West

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

Absent with Regrets: Councillor T. Whitehead – Leave of Absence

Also Present: Councillor M. Wilson

THE FOLLOWING ITEMS WERE REFERRED TO COUNCIL FOR CONSIDERATION:

1. Wastewater Treatment Plant Bypass and Combined Sewer Overflow Reporting (PW19091(b)) (City Wide) (Item 7.1)

(Pearson/Farr)

That Report PW19091(b), respecting Wastewater Treatment Plant Bypass and Combined Sewer Overflow Reporting, be received.

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

- YES - Ward 2 Councillor Jason Farr
- YES - Vice Chair - Ward 3 Councillor Ninder 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 - Ward 8 Councillor John-Paul Danko
- YES - Ward 10 Councillor Maria Pearson
- YES - Ward 12 Councillor Lloyd Ferguson
- YES - Chair - Ward 13 Councillor Arlene VanderBeek
- NOT PRESENT - Ward 14 Councillor Terry Whitehead

2. Intersection Control List (PW21001(b)) (Ward 9) (Item 7.2)**(Jackson/Pearson)**

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

Intersection		Stop Control Direction		Class	Comments / Petition	Ward
Street 1	Street 2	Existing	Requested			
Section "F" Stoney Creek						
(a)	Mud Street East	Third Road East	NB/SB	EB/WB	C	Sightline issues, converting to All-way 9

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 10 to 0, as follows:

YES - Ward 2 Councillor Jason Farr
 YES - Vice Chair - 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 - Ward 8 Councillor John-Paul Danko
 YES - Ward 10 Councillor Maria Pearson
 YES - Ward 12 Councillor Lloyd Ferguson
 YES - Chair - Ward 13 Councillor Arlene VanderBeek
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

3. Pier 25 Dredging - Memorandum of Understanding Between the City of Hamilton and Hamilton Oshawa Port Authority (PW21025) (City Wide) (Item 10.2)**(Pearson/Nann)**

- (a) That the City of Hamilton update the Amending Agreement to the Memorandum of Understanding (set out in Report PW08055(a)), between the City of Hamilton and the Hamilton Oshawa Port Authority, to set out respective obligations of the City of Hamilton and Hamilton Oshawa Port Authority related to the dredging in the Pier 25 Hamilton Oshawa Port Authority owned lands for a ten-year period; and,
- (b) That the City of Hamilton be authorized to execute a Second Amending Agreement to the Memorandum of Understanding, and all necessary

associated documents with content approval by the General Manager of Public Works and in a form satisfactory to the City Solicitor.

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

YES - Ward 2 Councillor Jason Farr
 YES - Vice Chair - 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 - Ward 8 Councillor John-Paul Danko
 YES - Ward 10 Councillor Maria Pearson
 YES - Ward 12 Councillor Lloyd Ferguson
 YES - Chair - Ward 13 Councillor Arlene VanderBeek
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

4. William Connell Park Fencing Improvements (Ward 8) (Item 11.1)

(Danko/Pauls)

WHEREAS, William Connell Park, located at 1086 West 5th Street, is an active community park in Ward 8 with a variety of recreational opportunities that benefit residents;

WHEREAS, wind blown litter has become an operational issue and visual blight at the park,

WHEREAS, the installation of a 6' galvanized chain link fence along the park's southern property line, adjacent to 1136 West 5th Street, would mitigate this issue by trapping litter.

THEREFORE, BE IT RESOLVED:

- (a) That \$13,000 be allocated from the Ward 8 Capital Reinvestment Discretionary Account to implement the installation of a new chain link fence, along the southern property line adjacent to 1136 West 5th Street; and,
- (b) That the Mayor and City Clerk be authorized and directed to execute any required agreement(s) and ancillary documents, with such terms and conditions in a form satisfactory to the City Solicitor.

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

YES - Ward 2 Councillor Jason Farr
 YES - Vice Chair - 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 - Ward 8 Councillor John-Paul Danko
 YES - Ward 10 Councillor Maria Pearson
 YES - Ward 12 Councillor Lloyd Ferguson
 YES - Chair - Ward 13 Councillor Arlene VanderBeek
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

5. Installation of Curb Extensions on MacNab Street North and Barton Street West, Hamilton (Ward 2) (Item 11.2)

(Farr/Merulla)

WHEREAS, a concept that creates additional on-street parking on MacNab Street North at York Boulevard to serve short term parking needs has been identified, but requires a curb extension to maintain access to the nearby HSR bus pad; and,

WHEREAS, residents have long requested the installation of a curb extension and rain garden at Barton Street West at MacNab Street North as a traffic calming measure;

THEREFORE, BE IT RESOLVED:

- (a) That the estimated cost of \$37,000 to install a curb extension on MacNab Street North, at York Boulevard, be funded from Ward 2 Special Capital Re-Investment Reserve Account (108052);
- (b) That staff be authorized and directed to evaluate design options and future operational considerations for a curb extension and rain garden on Barton Street West, at MacNab Street North, and that the estimated cost of \$55,000 for construction be funded from Ward 2 Special Capital Re-Investment Reserve Account (108052); 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 10 to 0, as follows:

YES - Ward 2 Councillor Jason Farr
 YES - Vice Chair - 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 - Ward 8 Councillor John-Paul Danko
 YES - Ward 10 Councillor Maria Pearson
 YES - Ward 12 Councillor Lloyd Ferguson
 YES - Chair - Ward 13 Councillor Arlene VanderBeek
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

6. Request for Tree Supply (Ward 6) (Item 11.3)**(Jackson/Collins)**

WHEREAS, increasing the urban tree canopy by providing trees has many environmental benefits to the residents of Ward 6 and the wider City;

WHEREAS, the provision of trees to be planted on private property is not currently funded under existing tree planting programs;

WHEREAS, residents of Sherwood Rise have requested trees be planted adjacent to their properties and the Confederation Square Apartment complex (located at 1195/1205 Fennell Avenue East); and,

WHEREAS, the Property Manager of Confederation Square Apartments has agreed to plant the trees and provide ongoing maintenance to the trees;

THEREFORE, BE IT RESOLVED:

- (a) The supply and distribution of approximately 30 - 1.5 metre tall spruce trees at an upset cost of \$4,500 be funded from the Ward 6 Special Capital Re-Investment Reserve (#108056); and,
- (b) That the Mayor and City Clerk be authorized and directed to execute any required agreement(s) and ancillary documents, with such terms and conditions in a form satisfactory to the City Solicitor.

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

YES - Ward 2 Councillor Jason Farr
 YES - Vice Chair - 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 - Ward 8 Councillor John-Paul Danko
 YES - Ward 10 Councillor Maria Pearson
 YES - Ward 12 Councillor Lloyd Ferguson
 YES - Chair - Ward 13 Councillor Arlene VanderBeek
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

7. Dynamic Speed Signs for Ward 6 (Item 11.4)**(Jackson/Collins)**

WHEREAS, the City of Hamilton is committed to creating safe neighborhoods and vibrant communities through the Vision Zero Action plan; and,

WHEREAS, ensuring the safety of both pedestrians and motorists is a priority;

THEREFORE, BE IT RESOLVED:

- (a) That staff be authorized and directed to take the required steps to purchase 12 new Dynamic Speed Signs to be permanently installed on Upper Ottawa Street (two units), Fennell Avenue East (two units), Mohawk Road East (four units), Concession Road/Mountain Brow Boulevard (two units), and Upper Gage Avenue (two units);
- (b) That all costs associated with the installation of traffic calming measures at these locations be funded from the Ward 6 Special Capital Re-Investment Reserve, (108056) at an upset limit, including contingency, not to exceed \$57,000; 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: Motion CARRIED by a vote of 10 to 0, as follows:

YES - Ward 2 Councillor Jason Farr
 YES - Vice Chair - 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 - Ward 8 Councillor John-Paul Danko
 YES - Ward 10 Councillor Maria Pearson
 YES - Ward 12 Councillor Lloyd Ferguson
 YES - Chair - Ward 13 Councillor Arlene VanderBeek
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

8. Private Tree Giveaway (Ward 7) (Added Item 11.5)

(Pauls/Danko)

WHEREAS, the City of Hamilton has declared a climate emergency;

WHEREAS, increasing the urban tree canopy by providing trees for planting on private property has many environmental benefits to the residents of Ward 7 and the wider City; and,

WHEREAS, private tree giveaways are not currently funded under existing tree planting programs;

THEREFORE, BE IT RESOLVED:

- (a) That the supply and distribution of approximately 200 small native trees at a cost of \$2,715 be funded from the Ward 7 Discretionary Fund Account; and,
- (b) That the Mayor and City Clerk be authorized and directed to execute any required agreement(s) and ancillary documents, with such terms and conditions in a form satisfactory to the City Solicitor.

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

YES - Ward 2 Councillor Jason Farr
 YES - Vice Chair - 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 - Ward 8 Councillor John-Paul Danko
 YES - Ward 10 Councillor Maria Pearson
 YES - Ward 12 Councillor Lloyd Ferguson
 YES - Chair - Ward 13 Councillor Arlene VanderBeek
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

9. Management and Processing of the City of Hamilton's Green Cart Material (CONFIDENTIAL) (LS21011(a)/PW21024(a)) (City Wide) (Item 14.2)

(Ferguson/Jackson)

- (a) That the direction provided to staff in Closed Session be approved; and,
- (b) That Report LS21011(a)/PW21024(a), respecting Management and Processing of the City of Hamilton's Green Cart Material, remain confidential and be deferred to the May 17, 2021 Public Works Committee meeting.

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

NOT PRESENT - Ward 2 Councillor Jason Farr
 YES - Vice Chair - Ward 3 Councillor Nrinder Nann
 NOT PRESENT - Ward 4 Councillor Sam Merulla
 YES - Ward 5 Councillor Chad Collins
 YES - Ward 6 Councillor Tom Jackson
 YES - Ward 7 Councillor Esther Pauls
 YES - Ward 8 Councillor John-Paul Danko
 YES - Ward 10 Councillor Maria Pearson
 YES - Ward 12 Councillor Lloyd Ferguson
 YES - Chair - Ward 13 Councillor Arlene VanderBeek
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 2)

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

5. COMMUNICATIONS (Item 5)

- 5.1 Correspondence from Spin Mobility Inc. respecting Item 10.1 - Commercial E-Scooters Operations (PED20134(a)) (City Wide)

Recommendation: Be received and referred to the consideration of Item 10.1 - Commercial E-Scooters Operations (PED20134(a)) (City Wide).

6. DELEGATION REQUESTS (Item 6)

6.1 Delegation Requests (for today's meeting):

6.1(a) Walter Cairns respecting the Banning of E-bikes in Confederation Park

6.1(b) Chris Schafer, Bird Canada, respecting Item 10.1 - Commercial E-Scooters Operations (PED20134(a)) (City Wide)

6.1(c) Shoaib Ahmed, SCOOTY (Scooty Mobility Inc.), respecting Item 10.1 - Commercial E-Scooters Operations (PED20134(a)) (City Wide)

6.1(d) Jamie Stuckless respecting Item 10.1 - Commercial E-Scooters Operations (PED20134(a)) (City Wide)

6.1(e) Larissa Proctor, CNIB Foundation, respecting Item 10.1 - Commercial E-Scooters Operations (PED20134(a)) (City Wide)

12. NOTICES OF MOTION (Item 12)

12.2 Private Tree Giveaway (Ward 7)

12.3 Installation of Traffic Calming Measures at Various Locations throughout the Westdale and Ainsle Wood Neighbourhoods (Ward 1)

(Nann/Pauls)

That the agenda for the May 3, 2021 Public Works Committee meeting be approved, as amended.

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

YES - Ward 2 Councillor Jason Farr
 YES - Vice Chair - 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 - Ward 8 Councillor John-Paul Danko
 YES - Ward 10 Councillor Maria Pearson
 YES - Ward 12 Councillor Lloyd Ferguson

YES - Chair - Ward 13 Councillor Arlene VanderBeek
NOT PRESENT - Ward 14 Councillor Terry Whitehead

(b) DECLARATIONS OF INTEREST (Item 3)

There were no declarations of interest.

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

(i) April 19, 2021 (Item 4.1)

(Pearson/Merulla)

That the Minutes of the April 19, 2021 meeting of the Public Works Committee be approved, as presented.

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

YES - Ward 2 Councillor Jason Farr
YES - Vice Chair - 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 - Ward 8 Councillor John-Paul Danko
YES - Ward 10 Councillor Maria Pearson
YES - Ward 12 Councillor Lloyd Ferguson
YES - Chair - Ward 13 Councillor Arlene VanderBeek
NOT PRESENT - Ward 14 Councillor Terry Whitehead

(d) COMMUNICATIONS (Item 5)

(i) Correspondence from Spin Mobility Inc. respecting Item 10.1 - Commercial E-Scooters Operations (PED20134(a)) (City Wide) (Added Item 5.1)

(Farr/Danko)

That the correspondence from Spin Mobility Inc., respecting Item 10.1 - Commercial E-Scooters Operations (PED20134(a)) (City Wide), be received and referred to the consideration of Item 10.1.

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

YES - Ward 2 Councillor Jason Farr
YES - Vice Chair - 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 - Ward 8 Councillor John-Paul Danko

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

For further disposition of this matter, refer to Item (g)(i).

(e) DELEGATION REQUESTS (Item 6)

(Nann/Pauls)

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

- (i) Walter Cairns respecting the Banning of E-bikes in Confederation Park (Added Item 6.1(a))
- (ii) Chris Schafer, Bird Canada, respecting Item 10.1 - Commercial E-Scooters Operations (PED20134(a)) (City Wide) (Added Item 6.1(b))
- (iii) Shoaib Ahmed, SCOOTY (Scooty Mobility Inc.), respecting Item 10.1 - Commercial E-Scooters Operations (PED20134(a)) (City Wide) (Added Item 6.1(c))
- (iv) Jamie Stuckless respecting Item 10.1 - Commercial E-Scooters Operations (PED20134(a)) (City Wide) (Added Item 6.1(d))
- (v) Larissa Proctor, CNIB Foundation, respecting Item 10.1 - Commercial E-Scooters Operations (PED20134(a)) (City Wide) (Added Item 6.1(e))

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

YES - Ward 2 Councillor Jason Farr
 YES - Vice Chair - 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 - Ward 8 Councillor John-Paul Danko
 YES - Ward 10 Councillor Maria Pearson
 YES - Ward 12 Councillor Lloyd Ferguson
 YES - Chair - Ward 13 Councillor Arlene VanderBeek
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

For further disposition of this matter, refer to Items (f) and (g)(i).

(f) PUBLIC HEARINGS / DELEGATIONS (Item 9)

(Pearson/Pauls)

- (a) That the following delegations, be received, as follows:
- (i) James Kemp, Advisory Committee for Persons with Disabilities, respecting Item 10.1 - Commercial E-Scooters Operations (PED20134(a)) (City Wide) (Item 9.1)
 - (ii) Walter Cairns respecting the Banning of E-bikes in Confederation Park (Added Item 9.2)
 - (iii) Chris Schafer, Bird Canada, respecting Item 10.1 - Commercial E-Scooters Operations (PED20134(a)) (City Wide) (Added Item 9.3)
 - (iv) Shoaib Ahmed, SCOOTY (Scooty Mobility Inc.), respecting Item 10.1 - Commercial E-Scooters Operations (PED20134(a)) (City Wide) (Added Item 9.4)
 - (v) Jamie Stuckless respecting Item 10.1 - Commercial E-Scooters Operations (PED20134(a)) (City Wide) (Added Item 9.5)
 - (vi) Larissa Proctor, CNIB Foundation, respecting Item 10.1 - Commercial E-Scooters Operations (PED20134(a)) (City Wide) (Added Item 9.6)

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

YES - Ward 2 Councillor Jason Farr
 YES - Vice Chair - 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 - Ward 8 Councillor John-Paul Danko
 YES - Ward 10 Councillor Maria Pearson
 YES - Ward 12 Councillor Lloyd Ferguson
 YES - Chair - Ward 13 Councillor Arlene VanderBeek
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

For further disposition of this matter, refer to Item (g)(i).

(g) DISCUSSION ITEMS (Item 10)

- (i) Commercial E-Scooters Operations (PED20134(a)) (City Wide) (Item 10.1)**

(Jackson/Farr)

That Report PED20134(a), respecting Commercial E-Scooters Operations, be deferred to provide for additional public consultation with, but not be limited to, the Advisory Committee for Persons with Disabilities, the CNIB Foundation, the Seniors Advisory Committee, the Hamilton Cycling

Committee, environmental groups, the City's Corporate Climate Change Task Force and other relevant organizations, and report back at a future Public Works Committee meeting.

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

YES - Ward 2 Councillor Jason Farr
 YES - Vice Chair - 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 - Ward 8 Councillor John-Paul Danko
 YES - Ward 10 Councillor Maria Pearson
 YES - Ward 12 Councillor Lloyd Ferguson
 YES - Chair - Ward 13 Councillor Arlene VanderBeek
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

(ii) Award of Request for Proposal C11-46-20, Management and Processing of the City of Hamilton's Green Cart Material (PW21026) (City Wide) (Item 10.3)

(Jackson/Ferguson)

That consideration of Report PW21026, respecting an Award of Request for Proposal C11-46-20, Management and Processing of the City of Hamilton's Green Cart Material, be deferred until after the Closed Session portion of the agenda.

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

YES - Ward 2 Councillor Jason Farr
 YES - Vice Chair - 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 - Ward 8 Councillor John-Paul Danko
 YES - Ward 10 Councillor Maria Pearson
 YES - Ward 12 Councillor Lloyd Ferguson
 YES - Chair - Ward 13 Councillor Arlene VanderBeek
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

(Pearson/Ferguson)

That consideration of Report PW21026, respecting an Award of Request for Proposal C11-46-20, Management and Processing of the City of Hamilton's Green Cart Material, be deferred until the May 17, 2021 Public Works Committee meeting.

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

NOT PRESENT - Ward 2 Councillor Jason Farr
 YES - Vice Chair - Ward 3 Councillor Nrinder Nann
 NOT PRESENT - Ward 4 Councillor Sam Merulla
 YES - Ward 5 Councillor Chad Collins
 YES - Ward 6 Councillor Tom Jackson
 YES - Ward 7 Councillor Esther Pauls
 YES - Ward 8 Councillor John-Paul Danko
 YES - Ward 10 Councillor Maria Pearson
 YES - Ward 12 Councillor Lloyd Ferguson
 YES - Chair - Ward 13 Councillor Arlene VanderBeek
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

(h) NOTICES OF MOTION (Item 12)

Councillor Pearson introduced the following Notice of Motion:

(i) Safety Review on North Service Road between Fruitland Road and Dewitt Road, Hamilton (Ward 10) (Item 12.1)

WHEREAS, the current speed limit of the North Service Road is 60 km/h;

WHEREAS, a new condo development has been completed on the east side of the North Service Road in the area of Lakeview Drive; and,

WHEREAS, the developer is installing a Pedestrian Crossover to assist in facilitating the crossing of pedestrians to Bayview Park and there are concerns with vehicle speed and pedestrian safety;

THEREFORE, BE IT RESOLVED:

- (a) That Transportation Operations and Maintenance staff be authorized and directed to undertake an evaluation of North Service Road, between Fruitland Road and Dewitt Road, to consider safety enhancements that could include community safety zone designation, speed limit reduction, additional warning signs and other possible safety enhancements; and,
- (b) That Transportation Operations and Maintenance staff be directed to report back to the Public Works Committee in Q3 2021 with the findings, and possible recommendations, of the safety review of North Service Road, between Fruitland Road and Dewitt Road.

(ii) Private Tree Giveaway (Ward 7) (Added Item 12.2)

(Pauls/Danko)

That the Rules of Order be waived to allow for the introduction of a Motion respecting a Private Tree Giveaway (Ward 7).

Result: Motion CARRIED by a $\frac{2}{3}$'s majority by a vote of 10 to 0, as follows:

NOT PRESENT - Ward 2 Councillor Jason Farr
 YES - Vice Chair - Ward 3 Councillor Nrinder Nann
 NOT PRESENT - Ward 4 Councillor Sam Merulla
 YES - Ward 5 Councillor Chad Collins
 YES - Ward 6 Councillor Tom Jackson
 YES - Ward 7 Councillor Esther Pauls
 YES - Ward 8 Councillor John-Paul Danko
 YES - Ward 10 Councillor Maria Pearson
 YES - Ward 12 Councillor Lloyd Ferguson
 YES - Chair - Ward 13 Councillor Arlene VanderBeek
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

For further disposition of this matter, refer to Item 8.

Councillor Nann introduced the following Notice of Motion:

(iii) Installation of Traffic Calming Measures at Various Locations throughout the Westdale and Ainsle Wood Neighbourhoods (Ward 1) (Added Item 12.3)

WHEREAS, Transportation Operations and Maintenance completed a Neighbourhood review and public consultation to address issues raised by residents related to roadway safety; and,

WHEREAS, a final implementation report was completed outlining the installation of various measures to improve roadway safety within these neighbourhoods;

THEREFORE, BE IT RESOLVED:

- (a) That Transportation Operations and Maintenance staff be authorized and directed to install traffic calming measures on the following roadways as part of the 2021 Traffic Calming program, at a cost not to exceed \$60,000, to be funded from the Ward 1 Area Rating Capital Reinvestment Discretionary Fund (3301909100):
- (i) Rifle Range Road, from Iona Avenue to Whitney Avenue, Hamilton (2 speed cushions);
 - (ii) Glenmount Avenue, from Kingsmouth Street South to Leland Street, Hamilton (2 speed cushions);
 - (iii) Cline Avenue South, from Arkell Street to Barclay Street West, Hamilton (1 speed cushion);

- (iv) Longwood Road North, between Franklin Avenue and Glen Road, Hamilton (3 speed cushions);
- (v) Emerson Street and Rifle Range Road, Hamilton (2 permanent Dynamic Speed Signs);
- (b) That Transportation Operations and Maintenance staff be authorized and directed to finalize the two bumpout designs, in consultation with Landscape Architect Services, on Sanders Boulevard at Cottrill Street and Hollywood Street North, Hamilton, and construct in 2022 at a total cost not to exceed \$40,000, to be funded from the Ward 1 Area Rating Capital Reinvestment Discretionary Fund (3301909100);
- (c) That Transportation Operations and Maintenance staff be authorized and directed to retain a consultant to undertake a feasibility study and complete technical designs for the installation of a raised intersection at King Street West and Haddon Avenue North, Hamilton, at a cost not to exceed \$150,000, to be funded from the Ward 1 Area Rating Capital Reinvestment Discretionary Fund (3301909100); and,
- (d) 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.

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

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

(Pearson/Nann)

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

- (a) Item Considered Complete and Needing to be Removed:
 - (i) Wastewater Treatment Plant Bypass and Combined Sewer Overflow Reporting
Addressed as Item 7.1 on today's agenda - Report PW19091(b)
Item on OBL: AAM
- (b) Items Requiring a New Due Date:
 - (i) COVID-19 Recovery Phase Mobility Plan
Item on OBL: ABE
Current Due Date: May 3, 2021
Proposed New Due Date: May 31, 2021
 - (ii) Stormwater Gap Evaluation
Item on OBL: ABM

Current Due Date: May 3, 2021
Proposed New Due Date: May 31, 2021

- (iii) Road Safety Review and Appropriate Measures at the York Road and Newman Road Intersection
Item on OBL: AAE
Current Due Date: May 17, 2021
Proposed New Due Date: May 31, 2021

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

NOT PRESENT - Ward 2 Councillor Jason Farr
YES - Vice Chair - 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 - Ward 8 Councillor John-Paul Danko
YES - Ward 10 Councillor Maria Pearson
YES - Ward 12 Councillor Lloyd Ferguson
YES - Chair - Ward 13 Councillor Arlene VanderBeek
NOT PRESENT - Ward 14 Councillor Terry Whitehead

(j) PRIVATE AND CONFIDENTIAL (Item 14)

(i) Closed Session Minutes - April 19, 2021 (Item 14.1)

(Pearson/Jackson)

- (a) That the Closed Session Minutes of the April 19, 2021 Public Works Committee meeting, be approved, as presented; and,

(b) That the Closed Session Minutes of the April 19, 2021 Public Works Committee remain confidential.

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

YES - Ward 2 Councillor Jason Farr
YES - Vice Chair - 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 - Ward 8 Councillor John-Paul Danko
YES - Ward 10 Councillor Maria Pearson
YES - Ward 12 Councillor Lloyd Ferguson
YES - Chair - Ward 13 Councillor Arlene VanderBeek
NOT PRESENT - Ward 14 Councillor Terry Whitehead

(Ferguson/Jackson)

That Committee move into Closed Session respecting Item 14.2, pursuant to Section 9.1, Sub-sections (e), (f) and (k) of the City's Procedural By-law 21-021, and Section 239(2), Sub-sections (e), (f) and (k) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and, a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

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

YES - Ward 2 Councillor Jason Farr
 YES - Vice Chair - Ward 3 Councillor Nrinder Nann
 NOT PRESENT - Ward 4 Councillor Sam Merulla
 YES - Ward 5 Councillor Chad Collins
 YES - Ward 6 Councillor Tom Jackson
 YES - Ward 7 Councillor Esther Pauls
 YES - Ward 8 Councillor John-Paul Danko
 YES - Ward 10 Councillor Maria Pearson
 YES - Ward 12 Councillor Lloyd Ferguson
 YES - Chair - Ward 13 Councillor Arlene VanderBeek
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

(ii) Management and Processing of the City of Hamilton's Green Cart Material (LS21011(a)/PW21024(a)) (City Wide) (Item 14.2)

For disposition of this matter, refer to Item 9.

(k) ADJOURNMENT (Item 15)

(Ferguson/Pearson)

That there being no further business, the Public Works Committee be adjourned at 4:55 p.m.

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

NOT PRESENT - Ward 2 Councillor Jason Farr
 YES - Vice Chair - Ward 3 Councillor Nrinder Nann
 NOT PRESENT - Ward 4 Councillor Sam Merulla
 YES - Ward 5 Councillor Chad Collins
 YES - Ward 6 Councillor Tom Jackson
 YES - Ward 7 Councillor Esther Pauls
 YES - Ward 8 Councillor John-Paul Danko
 YES - Ward 10 Councillor Maria Pearson
 YES - Ward 12 Councillor Lloyd Ferguson
 YES - Chair - Ward 13 Councillor Arlene VanderBeek
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

**Public Works Committee
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Respectfully submitted,

Councillor A. VanderBeek
Chair, Public Works Committee

Alicia Davenport
Legislative Coordinator
Office of the City Clerk



INFORMATION REPORT

TO:	Chair and Members Public Works Committee
COMMITTEE DATE:	May 17, 2021
SUBJECT/REPORT NO:	Winterizing Public Washrooms - Winter Operations (PW21031) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Adriana Byrne (905) 546-2424 Ext. 2156 Sam Ciardullo (905) 546-2424 Ext. 4924
SUBMITTED BY: SIGNATURE:	Craig Murdoch Director, Environmental Services Public Works Department 
SUBMITTED BY: SIGNATURE:	Rom D'Angelo, C.E.T.; CFM Director, Energy, Fleet and Facilities Management Public Works Department 

COUNCIL DIRECTION

Correspondence was received by Council at the October 14, 2020 City Council Meeting, Item 4.7 respecting winter washroom facilities. In October 2020, staff responded by email, to the Ward Councillors included on the correspondence detailing the cost of port-o-lets and limitations of washroom availability as few are winterized.

Further correspondence was received by Council at the January 20, 2021 City Council Meeting, Item 5.32, from a resident requesting Council consider increasing the availability of washrooms at Bayfront Park for the winter, which was referred to the General Manager of Public Works for appropriate action. In January 2021, staff

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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: Winterizing Public Washrooms - Winter Operations
(PW21031) (City Wide) - Page 2 of 8**

responded by opening the washrooms at the Gartshore Thomson Building seven days a week.

As a result of these and other public requests, several Councillors have asked that additional information be provided to Committee and Council relating to the provision of winter washrooms, feasibility, security and associated costs.

INFORMATION

This Report provides information relating to the feasibility and costs of expanding the availability of winter washrooms, including portable toilets, in park spaces. Traditionally the City has provided park washrooms for public use from May 1 - September 31 annually and they are closed from October 1 - May 1 due to freezing temperatures.

Most park washrooms are not winterized and require minor or major capital upgrades in order to winterize them. Additionally, staffing or contract cleaning with associated operational funding is necessary to open, clean and close them during the winter months as they are operated in summer months using student labour. This report looks at the funding and changes that would be required in order to provide access to winter washrooms in parks to support the recent demand for washrooms that has been highlighted by the increased winter park use due to the pandemic.

Preliminary Review of Expanding Availability of Winter Washrooms:

There is a total of 55 stand-alone public washroom facilities within park spaces, of which there are presently 20 insulated for winter use. No capital funding will be required at these sites relating to the facilities themselves; however, capital funding for optional security infrastructure should be considered. An annual operating budget would also need to be established for the maintenance necessary in getting these sites winter-ready for the intended use, repairs and graffiti, regular cleaning, consumable supplies, utilities, and security monitoring. Table 1 lists the washroom facilities that are currently winterized:

Table 1: Winterized Washroom Facilities	
Park	Ward
Alexander Park	1
Victoria Park Baseball washroom	1
Durand Park	2
Eastwood Park	2
Pier 4 Park (Gartshore Building)	2
Woodland Park	3
Montgomery Park	4
Mahony Park/Shared bathroom	4

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**SUBJECT: Winterizing Public Washrooms - Winter Operations
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Rosedale Park	4
Sam Manson Park	5
Mohawk Sports Park	6
Macassa Park	7
Buchanan Park	8
William Connell Park	8
Ferris Park	10
Sherwood Park	10
Binbrook Park	11
*Dundas Driving Park	13
*Freelton Park	13
*Waterdown Memorial Park	15

*In a regular winter season, Dundas Driving Park, Freelton Park and Waterdown Memorial Park are open during the winter to support the use of the outdoor skating facilities at those locations.

The listing of existing winterized locations does not necessarily represent the most appropriate locations to operate year-round washroom facilities. Site selection for operating and winterizing (where applicable) washroom facilities should prioritize sites that are heavily visited, have a historically low incidence of graffiti, vandalism and illegal activity and are located near skating facilities or trails.

Feasibility of Winterizing Additional Locations

For a park washroom to remain open year-round, the following infrastructure (retrofits) must be in place:

1. **Plumbing:** Pipes within a structure must not be exposed to freezing temperatures and water supply lines to the building must be buried below the frost line in order to prevent freezing. In addition, outdoor faucets will need to be isolated from the rest of the plumbing within the building with a proper valve.
2. **Heat, Ventilation & Insulation:** The indoor spaces require a reliable heat source. The heat source must be supported by enough electrical supply along with rated insulation. Additionally, washrooms built with water lines in crawl spaces require an added heat source. Radiant/baseboard heaters should be fan assisted in order to transfer the heat uniformly into the space. Any building with ventilation intake for summer fresh air needs to be sealed off for winter readiness and to prevent outdoor winter elements (snow, cold) from migrating into the building.

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(PW21031) (City Wide) - Page 4 of 8**

3. Electrical: The electrical source must be reliable and sufficient to power not only the new heating system but other features within the washroom as well.
4. Entrances & Exits: If a facility was designed with doors that open flush to the exterior openings, cold temperatures will radically migrate into the space and affect the temperature of the building causing material lifting (warping), door closing issues, etc. All doorways, window hatches and other openings to the outside will require weather-stripping to ensure proper sealing to prevent cold-air from migrating into the conditioned space as well as to prevent condensation issues
5. Flooring: Floors would need to be anti-slip proof to prevent slips and falls from wet bathroom floors.
6. Roofs: Snow and ice build-ups on the roofs causing dangerous situations of snow & ice cascading to the ground or traffic areas will need to be assessed on a building by building basis.

An additional 8 facilities could feasibly be modified for winter operations. Capital funding will be required at these sites in addition to an annual operating budget that would need to be established for the maintenance necessary in getting these sites winter-ready for the intended use, supplemental snow removal, repairs and graffiti, regular cleaning, consumable supplies, utilities, security infrastructure and security monitoring. Table 2 lists the washroom facilities that could feasibly be modified for winter operations:

Table 2: Feasible Modified for Winter Operations	
Park	Ward
Gage Park Washroom (by baseball diamond)	3
Hamilton Beach Trail (Lift Bridge)	5
Hamilton Beach Trail (Kinsmen Park)	5
Lisgar Park	6
Mountain Drive Park (new build in 2022-2023)	6 and 7
Billy Sheering Park	7
T. B. McQuesten Park	7
Maplewood Park	9

The remaining 27 stand-alone park washroom facilities are not as they will require a significant amount of capital funding (greater than \$10,000 per site) to winterize them. In the worst cases it is better to reconstruct which would not be practical nor cost beneficial.

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(PW21031) (City Wide) - Page 5 of 8**

Security Considerations

Graffiti, vandalism, illegal activity and safety of staff and washroom users are existing concerns throughout the summer months and with less traffic in parks during the fall and winter months, higher levels of vandalism and illegal activity are seen. Winterizing park washroom facilities will introduce additional opportunities for graffiti, vandalism and illegal activity which cannot be fully eliminated through security measures.

Examples of damage to washrooms in recent years and approximate costs to repair include the following: \$180.00 (example of typical graffiti removal charge); \$3200.00 (facility set on fire, complete clean and repaint); \$6500.00 (replacement of all major plumbing and electrical as well as the removal of needles and garbage).

Through the City's Vision and Mission, City owned open spaces are intended to provide a safe and inclusive space for all residents to enjoy leisure and recreational activities within their local neighbourhoods, free from damage, graffiti and other safety concerns. The City has enacted various by-laws to support the safe and inclusive operation and maintenance of these spaces such as Parks By-Law (01-219) and the Yard Maintenance By-law (10-118). However, some vandalism events have taken place over the last year requiring City resources for repair and restoration.

On August 16, 2019, Council passed a motion at the Public Works Committee (Item 11.6, Theft and Vandalism Prevention in City-Owned Public Spaces) directing staff to identify and explore the feasibility of various options, including Hamilton Police involvement and the installation of security cameras, to address the increase in vandalism and theft in City-owned public spaces.

Refer to Appendix "A" attached to Report PW21031 for additional detail on security considerations that are taken when addressing issues in City owned public spaces and buildings.

Servicing of Winterized Washrooms

If a winter washroom program is offered by the City in 2021/2022, or on an ongoing basis, it is recommended that the cleaning, snow removal and salting of the area around the washroom (if not already captured by the parks snow clearing) be provided through contracted services.

Budget Impact:

A preliminary review of expanding availability of winter washrooms provided in the table below estimates an operational budget impact of \$18,500 per site for sites not requiring supplemental snow removal and \$21,050 for the sites that do require supplemental

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snow removal, which represents 30 weeks of service (October 1 to May 1). The breakdown of costs is as follows on Table 3:

Budget Item	Cost
Winter Preparation	\$1,600
Repairs and Graffiti Removal (est.)	\$2,500
Cleaning	\$10,750
Supplies	\$2,000
Utilities	\$1,800
Snow Removal (where required)	\$2,250
Security	\$150
Operating Total per Site	\$18,500 - \$21,050

*Any required supplemental snow clearing would increase the total operating budget required for a site.

The Total Annual Operating Cost for all locations in Table 1 and 2 is \$518,850. Refer to Appendix "B" attached to Report PW21031 for detail.

The capital budget impact is site specific and is estimated at approximately \$3,000 per site for those sites deemed feasible to winterize in Table 2. Additionally, all washrooms in Table 1 and 2 would incur capital security infrastructure costs which are \$7,500 per washroom. The Total Capital Cost for Table 1 is \$150,000 which represents the capital security infrastructure costs for these sites. The total Capital Cost for Table 2 is \$73,500 which represents the capital winterization costs and the capital security infrastructure costs for these sites, with exception of Mountain Drive Park which will be under construction for 2022 and 2023. Refer to Appendix "B" attached to Report PW21031 for detail.

Portable Toilets as an alternative or to enhance permanent facilities

The use of portable toilets can provide washroom facilities during the winter months with hand sanitizer available within the units. The right location and setup to place portable toilets is critical to allow the servicing of each unit. This includes easy access for drop-off and pickup and to provide cleaning services. Winter poses a host of challenges for technicians & cleaning contractors such as mud, snow, and ice, all of which hinder truck access. These issues, if not addressed, can make it difficult for portable restroom companies to come in and provide cleaning and maintenance services.

Optimal placement of portable toilets should address the following factors in typical winter conditions:

- Set units on high ground: To promote drainage and prevent the buildup of snow / ice.

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- Situate unit in a well-lit area: With short winter days, daylight is the only source of interior lighting. Portable toilet service technicians and cleaning contractors also need light to perform scheduled cleanings and maintenance.
- Place near roads or parking areas with paved pathways: For easy drop-off, pickup and maintenance and to make snow removal accessible

Locations should be limited to sites where the City is already providing snow clearing to ensure safe access for users and servicing.

Table 4 below summarizes the monthly and seasonal total cost per portable toilet not including snow removal. The two options represent a difference in the level of servicing and cleaning provided; Option 1 includes servicing and cleaning twice per week which is the non-pandemic approved standard which some municipalities still utilize, and Option 2 includes servicing and cleaning twice per day which is the City of Hamilton approved standard during the pandemic.

Table 4: Portable Washroom Monthly and Seasonal Total Per Unit Cost		
Description	Option 1	Option 2
Supply Portable Toilet + pump unit out once per week	\$ 250	\$ 250
Servicing, cleaning, supply disinfectant 2x per week	\$ 1000	Not applicable
Servicing, cleaning, supply disinfect 2x per day (\$350 per day)	Not applicable	\$ 10,500
Monthly Per-Unit Total	\$ 1,250	\$ 10,750
Season Per-Unit Total (Based on 30 weeks)	\$9,375	\$80,625
	One-time cost	One-time cost
Delivery of Unit	\$ 100	\$ 100
End of Season pick-up	\$ 100	\$ 100
Total	\$ 200	\$ 200

Costs due to vandalism would vary depending on the severity and the City would be responsible for covering these costs through a risk claim.

Municipal Scan of Winter Washroom Availability

Parks staff completed a municipal scan via a survey send out through an online park association website. Ten neighbouring and comparable municipalities responded to the survey with the following summarized results:

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- 7 of 10 Municipalities have at least a few parks washrooms open throughout the year, an additional municipality was considering for this year as an exception due to COVID.
- all year-round washrooms are typically brick and mortar, use of portable toilets to support winter use of parks has been made as a specific COVID measure only.
- the availability of winter washrooms is not necessarily dependant on site amenities, such as skating rinks.
- all municipalities have seasonal differences in the hours of operation and level of service provided, i.e. shorter hours outside of the summer peak-season and fewer washrooms available throughout the different seasons.

Additional Washroom Options for the Public

Aside from the stand-alone washroom facilities within park spaces and subject to Provincial pandemic related restrictions, the public can also access washrooms at 20 arenas, 18 recreation and aquatic centres and 22 libraries, many of which are adjacent to or near parks, and are available to the public for washroom use and in some cases showers.

APPENDICES AND SCHEDULES ATTACHED

Appendix “A” to Report PW21031 - Security details (Graffiti and Vandalism)

Appendix “B” to Report PW21031 - Budget Impact - October 1 - May 1 (30 Weeks)

Security Details (Graffiti and Vandalism)

Applying preventable measures to deter the reoccurrence or likelihood of graffiti and or other means of vandalism is a partnership between the City, HPS and most importantly the local community who are impacted by the criminal behaviour. While there are actual financial costs carried by the municipality with the removal and remediation of property damage from vandalism, there are often additional impacts to residents. Some of these impacts include the deterrence of use by residents, including members of marginalized communities where they are not able to enjoy recreational activities when hate bias vandalism prevents reasonable enjoyment of the space.

Additionally, there are also costs associated with the application of proactive and mitigating measures that are applied by a City. The funding; however, in a model where service enhancements, programming and community engagement are applied to deter criminal behaviour in park space is an investment into the preservation of the asset and legitimate use by the community. Additionally, the measures applied can be tracked, analyzed and modified based on their effectiveness to the criminal behaviour over an established period.

Criminal behaviour such as graffiti and property damage through vandalism is often caused by members of the immediate community where it takes place. Some of the contributing aspects of this behaviour is from boredom, anger, revenge, defiance and in some cases alliance with hate bias and political ideologies.

Corporate Security in coordination with Parks and Facility Management, has started an operational Parks Security Committee (PSC) in Q3 of 2020. The PSC will identify all applicable park properties and categorize each property as a regular site or high priority property (based on recent activities and criminal behaviour in the last 3 years). In April 2021, the 2-year Security Parks Patrol program has started where a dedicated security mobile patrol provides proactive attendance to City owned parks space with fluid focussed attention to high priority properties and concerns arise and as new challenges present themselves.

Corporate Security will complete site security assessments on high priority parks that have experienced criminal vandalism in the past 3 years to identify and implement mitigating measures that can be applied based on Crime Prevention through Environmental Design (CPTED) and target hardening principles including signage, intrusion alarm monitoring and CCTV cameras. The inclusion of target hardening principals such as CCTV and signage will be applied in the site security assessments through the specific application theories noted below. Projected budget impacts will be addressed through current year budgets where possible or referred to the 2021 budget process.

Other security consideration that will require future attention as and when this program matures:

CCTV Cameras

- CCTV is not recommended initially to be installed due to the winterization of a building alone if this type of technology is not already present during summer operations. A site assessment of the properties designated to be used in this winterization program should be conducted by Corporate Security to provide a more comprehensive recommendation report.
- It is also noted that the areas where the most significant amount of vandalism has occurred in previous incidents are primarily within areas that have a greater expectation of privacy (i.e. within the washroom), and the use of CCTV would not be considered within these spaces.
- For budget purposes, a traditional fieldhouse design may employ a CCTV system that includes up to 5 cameras on the exterior/common areas. An upset limit of \$9,500 for a 5 cameras CCTV solution can be considered at each applicable site. An annual operating impact of \$250 for PM service at each site where a CCTV system is installed should also be applied.

Access Control (Electronic Card Access)

- Access Control is not recommended initially to be installed due to the winterization of a building alone if this type of technology is not already present during summer operations. A site assessment of the properties designated to be used in this winterization program should be conducted by Corporate Security to provide a more comprehensive recommendation report.
- The operational control of the doors of each facility under this program should be maintained through physical presence and control. This will ensure that a reasonable approach to inspection of the space is conducted in-person by an authorized staff at opening and closing.
- For budget purposes, \$2,500 is proposed for each door where Access Control is required. If, however, a site does not already have City IT network access, an Access Control system cannot be considered as it requires remote connectivity and control. A case by case investigation into the introduction of City IT network access may not be feasible for the exclusive use of this technology.

Intrusion and Environment Monitoring

- Intrusion and environment monitoring are recommended to be installed within a property that would be fit-up for winterization use. This type of technology does not impact privacy concerns within washroom areas that would be present with CCTV, however it would be an appropriate consideration for how the City can continuously monitor the facilities to mitigate the impact of vandalism.
- This technology can be used to provide intrusion monitoring of the building both during times when it is open for public use and after hours. Restricted areas can

be established where access to utilities and other non-public spaces are present, while public access to the washrooms is provided.

- This technology can also be used to monitor the environmental temperature controls of the property, in the absence of a formal Building Automation System (BAS). Devices can be installed to initiate a response by authorized staff/contractors where impacts such as a power failure or equipment failure are likely to impact the temperature of the interior spaces to drops below a setpoint. This type of temperature impact may also introduce additional elements of potential damage to the property such as frozen/burst water pipes.
- This technology can also be used to monitor the interior environment where the audio frequency pitches associated with the breaking of glass or porcelain infrastructure is taking place. Examples of these type of frequency pitches that can be detected and initiate a response by authorized staff/contractors includes window's in the building being broken, porcelain sinks / toilets that are being damaged.
- This technology can also be used to provide monitoring related to newer builds where the Ontario Building Code (OBC) has required the introduction of an emergency activation button within a Universal/Accessible washroom with a local buzzer; however, the OBC does not require remote monitoring of this technology. While this type of OBC required equipment is introduced within occupied spaces, the unique environment of a fieldhouse style washroom presents a potential gap where the activation of this technology may not be received if no one is present within the immediate vicinity. The connection of these types of existing buttons where present, would enhance the City's reasonable management and control if these spaces all year round.
- For budget purposes, an upset limit of \$7,500 for each facility can be considered to introduce this type of technology at each site. An annual operating impact of \$150 for 3rd party monitoring of the system should also be applied.

Budget Impact – October 1 to May 1 (30 Weeks)

Ward	Park	Capital Costs		Annual Operating Costs							
		Winterize (Order of magnitude budget)	Security Infrastructure (Optional) (refer to Appendix B)	Winter Preparation (To be winter- ready)	Repairs and Graffiti Removal (Allowanc e)	*Cleaning (Janitorial)	Supplies	Utilities (Water/ Sewer & Hydro)	Snow Removal	Security (Third Party Monitoring) (optional)	Operating Total per Site
1	Alexander Park	-	\$7500	\$1600	\$2500	\$10,750	\$2000	\$1800	\$2250	\$150	\$21,050
1	Victoria Park	-	\$7500	\$1600	\$2500	\$10,750	\$2000	\$1800	-	\$150	\$18,800
2	Durand Park	-	\$7500	\$1600	\$2500	\$10,750	\$2000	\$1800	\$2250	\$150	\$21,050
2	Pier 4 Park (Gartshore Building)	-	\$7500	\$1600	\$2500	\$10,750	\$2000	\$1800	-	\$150	\$18,800
2	Eastwood Park	-	\$7500	\$1600	\$2500	\$10,750	\$2000	\$1800	-	\$150	\$18,800
3	Woodland Park	-	\$7500	\$1600	\$2500	\$10,750	\$2000	\$1800	-	\$150	\$18,800
3	Gage Park Washroom (by baseball diamond)	\$3000	\$7500	\$1600	\$2500	\$10,750	\$2000	\$1800	-	\$150	\$18,800
4	Montgomery Park	-	\$7500	\$1600	\$2500	\$10,750	\$2000	\$1800	-	\$150	\$18,800
4	Mahony Park	-	\$7500	\$1600	\$2500	\$10,750	\$2000	\$1800	-	\$150	\$18,800
4	Rosedale Park	-	\$7500	\$1600	\$2500	\$10,750	\$2000	\$1800	-	\$150	\$18,800
5	Sam Manson Park	-	\$7500	\$1600	\$2500	\$10,750	\$2000	\$1800	-	\$150	\$18,800
5	Hamilton Beach Trail (Lift Bridge)	\$3000	\$7500	\$1600	\$2500	\$10,750	\$2000	\$1800	-	\$150	\$18,800
5	Hamilton Beach Trail (Kinsmen Park)	\$3000	\$7500	\$1600	\$2500	\$10,750	\$2000	\$1800	-	\$150	\$18,800
6	Mohawk Sports Park	-	\$7500	\$1600	\$2500	\$10,750	\$2000	\$1800	\$2250	\$150	\$21,050
6	Lisgar Park	\$3000	\$7500	\$1600	\$2500	\$10,750	\$2000	\$1800	-	\$150	\$18,800
6 & 7	Mountain Drive Park (new build in 2022-	-	n/a	n/a	n/a	n/a	n/a	n/a	-	n/a	n/a
7	Billy Sheering Park	\$3000	\$7500	\$1600	\$2500	\$10,750	\$2000	\$1800	-	\$150	\$18,800
7	Macassa Park	-	\$7500	\$1600	\$2500	\$10,750	\$2000	\$1800	\$2250	\$150	\$21,050

7	T. B. McQuesten Park	\$3000	\$7500	\$1600	\$2500	\$10,750	\$2000	\$1800	-	\$150	\$18,800	
8	Buchanan Park	-	\$7500	\$1600	\$2500	\$10,750	\$2000	\$1800	\$2250	\$150	\$21,050	
8	William Connell Park	-	\$7500	\$1600	\$2500	\$10,750	\$2000	\$1800	-	\$150	\$18,800	
9	Maplewood Park	\$3000	\$7500	\$1600	\$2500	\$10,750	\$2000	\$1800	-	\$150	\$18,800	
10	Ferris Park	-	\$7500	\$1600	\$2500	\$10,750	\$2000	\$1800	-	\$150	\$18,8	
10	Sherwood Park	-	\$7500	\$1600	\$2500	\$10,750	\$2000	\$1800	-	\$150	\$18,800	
11	Binbrook Park	-	\$7500	\$1600	\$2500	\$10,750	\$2000	\$1800	-	\$150	\$18,800	
13	Dundas Driving Park	-	\$7500	\$1600	\$2500	\$10,750	\$2000	\$1800	-	\$150	\$18,800	
13	Freelton Park	-	\$7500	\$1600	\$2500	\$10,750	\$2000	\$1800	-	\$150	\$18,800	
15	Waterdown Memorial	-	\$7500	\$1600	\$2500	\$10,750	\$2000	\$1800	-	\$150	\$18,800	
Sub-Total		\$21,000	\$202,500	\$43,200	\$67,500	\$290,250	\$54,000	\$48,600	\$11,250	\$4,050	\$518,850	
Total Capital Cost		\$223,500		Total Annual Operating Cost								\$518,850


Capital Cost - Winterize: Sites without a cost require no capital funding to winterize.

Annual Operating Costs - Snow Removal: The uncertainty of weather means that snow-related costs are unpredictable. The average cost for snow removal is \$150 to \$175 per hour. For the purpose of this report an allowance has been established for sites that require funding for snow removal at (.5 hours per site at \$150 per hour per week over a 30-week period). Sites without a cost for snow removal currently receive snow removal services through the Parks and Cemeteries Section.

Annual Operating Costs - Cleaning: Enhanced Servicing - cleaning supplies & disinfect 2x daily (\$350 per day). Rate is based on enhanced service due to COVID. Alternatively, a scaled down version of cleaning would be \$175-\$200 per site (once per day).



INFORMATION REPORT

TO:	Chair and Members Public Works Committee
COMMITTEE DATE:	May 17, 2021
SUBJECT/REPORT NO:	Waterdown Transit Service On Demand Pilot (PW21032) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Jason VanderHeide (905) 546-2424 Ext. 2390
SUBMITTED BY:	Debbie Dalle Vedove Director, Transit Public Works Department
SIGNATURE:	

COUNCIL DIRECTION

N/A

INFORMATION

This information report is to provide Committee with, and build upon, information presented at the January 22, 2021 Transit Budget, General Issues Committee respecting the on-demand service pilot for Waterdown.

The one-year pilot, which is scheduled to begin in September 2021, is on track and at the time this report was written was in the RFP stage. The goals of the pilot are quite simple; to test the feasibility of on-demand service software technology for potential continued use in Waterdown and/or expansion of the use of similar technologies for other areas within the City, to improve upon meeting the Council approved service standards inclusive of extending the route coverage to meet the needs of the community, growing transit ridership to meet the objective of improved productivity, and lastly to improve the customer experience for those using transit services. A list of criteria that the pilot will be assessed against is attached to Report PW21032 as Appendix "A" Transit staff will report back to Council prior to the conclusion of the pilot with recommendations based on its outcomes which could include the continuation of the pilot, discontinuation of the pilot, expansion of the pilot to other areas, permanent implementation of technology use inclusive of budget adjustments in future years transit operating budgets, or other policy recommendations related to this type of service

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**SUBJECT: Waterdown Transit Service On Demand Pilot (PW21032) (City Wide
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delivery model and/or the service standards. A timeline of the pilot project is attached to Report PW21032 as Appendix “B”.

In order to provide Committee a complete understanding of the need for the pilot planned for implementation in Fall 2021, and how it has the potential to overcome existing and anticipated transit challenges in Waterdown, a brief overview of the evolution of service operating in this community and the policy framework that guides service changes is necessary.

Prior to 1993, transit service to Waterdown was delivered by Canada Coach Lines which operated limited service between Hamilton and Guelph by way of Hwy 6, with a stop at Clappison’s Corner.

In 1993, the HSR introduced route #18 Waterdown service, providing a limited number of trips connecting downtown Hamilton with Aldershot GO Station, via Clappison’s Corner and Dundas Street. This route was phased out in 1994.

In 2008, the HSR re-introduced weekday peak service that connected the urban area of Waterdown with the Aldershot GO Station via Waterdown Road. The route operated on an inconsistent frequency ranging from one bus every 18 to 30 minutes, travelling in a one-way directional loop during the morning peak and in the opposite direction during the afternoon peak period. At the time the route extended as far west as Hwy 6 and as far east as Evans Road. The route continued to operate in this manner and on this footprint until Fall 2015. A map of the route footprint operating from 2008 to 2015 is attached to Report PW21032 as Appendix “C”.

In 2014, the Transportation Demand Section of the Transportation Division conducted a resident survey within the Waterdown Urban Area with an objective of determining the level of support for changes to the HSR bus service operating in Waterdown. The survey provided residents an opportunity to receive information related to proposed transit travel pattern options and staff to obtain feedback from residents on potential HSR service changes. The surveys, of which 6,400 were mailed, returned a 13% response rate and those who responded indicated that there was a growing demand for transit service in the community as well as their preferred travel pattern for which they would like transit to operate.

On March 6, 2015, the Transit Division presented to the General Issues Committee the Ten-Year Local Transit Strategy Report (PW14015a) inclusive of several recommendations, one of which was the recommendation to approve a set of new Service Standards which would set a policy to objectively and transparently guide the process of service design going forward. The approved Service Standards set the minimum standards for coverage, frequency and productivity, as well as the maximum standards for service span and loading, which would be used as criteria for service

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**SUBJECT: Waterdown Transit Service On Demand Pilot (PW21032) (City Wide
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design. The Service Standards were to be used along with stakeholder input to shape the system and in Appendix “G” (PW14015a) it outlined how they would be applied to service design decisions. The Council approved Service Standards can be found as attached to Report PW21032 as Appendix “D”.

The service standard for coverage would enable the HSR to address the accessibility of transit by targeting a maximum walking distance that a customer would have to travel to reach a transit route. Decisions about where HSR bus services would operate at the time, and in the future, would be guided by a policy of 90% of residents and workplaces within the Hamilton Urban Transit Area being within 400m of an HSR bus route on weekdays during peak periods. Coverage at non-peak times could be scaled to customer demand and service productivity expectations. Locations that were beyond the distance threshold would be considered for new or restructured service in the context of short-range planning objectives and available budget.

The service standards for span and frequency dictate the level of service being provided. The service standard for span defines the operating hours for services. The days and hours during which HSR services are operated is guided by a policy that provides for a maximum service span for any route of 21 hours on weekdays and Saturdays, and 18 hours on Sundays. Minimum service span thresholds were not specified in the policy; however, all routes were expected to attain the minimum productivity thresholds for specific day and time periods. The service standard for frequency defines how often HSR routes operate. Decisions related to service frequency were to be guided by a policy that set minimum frequency (time between buses) thresholds to ensure that customer wait times at bus stops were within reasonable limits. Separate thresholds were set for weekday peak and non-peak periods as well as for Saturday and Sunday schedules. Changes in frequency were to be evaluated in conjunction with loading and productivity service standards, and in cases where productivity standards were exceeded on high frequency routes, higher order transit options could be considered.

The service standards for productivity and loading provide the quantitative data thresholds needed to trigger changes in service levels from a capacity supply and demand perspective. The objective of the service standard for productivity is to identify routes that are underperforming as well as evaluating existing and new routes. HSR routes are expected to operate within a range of defined minimum productivity thresholds based on time periods and day types. Routes that fall below the minimum productivity thresholds would be subject to monitoring, route reconfiguration, span and frequency reductions, consolidation into other routes, or discontinuation. The service standard for loading sets a maximum load for a bus based on average seated capacity during the busiest hour and direction within defined time periods. The objective of the service standard for loading was to ensure a standard of customer comfort and to trigger routes that should be reviewed for added capacity. A variety of methods were to

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be considered to add capacity to a route including increasing route frequency, increasing route span or introducing alternative vehicle sizes.

At the time of the introduction of the Ten-Year Local Transit Strategy in 2015, transit service operating in Waterdown was assessed as being deficient when compared to the service standards for frequency, productivity and loading, and in compliance with span and coverage standards. Year 3 of Ten-Year Local Transit Strategy, originally slated for 2017, was identified as the year in which staff were to begin applying expansion hours to address service standards gaps not just in Waterdown but across the transit system. However, with expansion hours within years 1 and 2 of the Ten-Year Local Transit also being identified to address deficiencies within the system, and based on previous assessments of the transit service levels in Waterdown, how they compared to both the newly introduced service standards and services throughout the rest of the City, and the 2014 resident survey, transit service improvements in Waterdown were expedited and introduced in Fall 2015 instead of delaying until 2017.

In Fall 2015, transit service in Waterdown was improved to include bi-directional service operating at a 30-minute frequency in peak and midday periods as well as on Saturdays. At the same time the route footprint (coverage area) was reduced to operate as far west as the commercial retail center just west of Hollybush Drive and to Spring Creek Drive in the east. The adjustment to the service footprint allowed for improved reach into the residential communities between Parkside Drive and Dundas Street on either side of town rather than continuing the previous travel patterns which required the buses to operate further east and west and along service corridors with less density and built form. A map of the route footprint operating from 2015 to 2021 is attached to Report PW21032 as Appendix "E".

While the change to the routing and service levels in Fall 2015 addressed the service standard for frequency and improved upon the service span within the service standard, the service standards for productivity and loading would still need to be quantified to see if the improvements incorporated would result in meeting the defined performance targets. At the time the service standard for coverage was not impacted, however, with the recent and proposed development around the interchange of Highway 5 and Highway 6 as well as residential development in other parts of the community, the service standard for coverage is no longer being achieved within Waterdown.

In late 2017, as part of the transit PTIF projects, Automated Passenger Counters (APCs) were added to the HSR fleet allowing transit staff to properly analyze the quantitative data necessary to assess how HSR routes were performing against the service standards for productivity and loading. By spring 2018 most of the fleet was outfitted, however, the small Arboc buses operating in Waterdown were not equipped with APCs. It wasn't until the introduction of the 30-foot Vicinity transit buses that currently operate in Waterdown began operating in Fall 2018 that data was collected for

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this route to be assessed against the productivity and load targets. Based on the limited period of data available to staff, a determination can be made that the service targets for productivity and loading in Waterdown were not being met prior to the pandemic and like other routes the pandemic has produced a decline in transit use on this route. A comparison of Fall 2018 to Fall 2019 APC productivity data compared to service standards targets is attached to Report PW21032 as Appendix "F".

In addition to the policy application of service standards to inform service decision making, Transit staff also look at other requirements and measures to assess how the service is performing and impacts of service changes, inclusive of service reliability (past and present on time performance), upcoming impacts to service reliability (long term changes or impacts due to short term or sustained construction activity), the Collective Agreement between the City of Hamilton and the Amalgamated Transit Union (ATU), and scheduling or routing changes of adjacent or connected transit services (e.g. Burlington Transit and GO Transit). One such change to the connection between service with Burlington Transit came to Transit staff's attention in Spring of 2019 when a planned change to the Burlington Transit route 1 was to be introduced in Fall 2019 effectively cutting off the connection from Hamilton Transit's route 18 Waterdown to Burlington Transit's route 1 for customers travelling to and from Hamilton to Aldershot GO station.

In Summer 2019 Transit staff began to fully assess the future of transit service in Waterdown, inclusive of considering customer feedback from the (re)envision survey, the impacts to customers that changes to Burlington Transit would present, the completion a risk and benefits assessment conducted to determine whether to maintain service as is, replace the missing link to Burlington Transit service by lengthening the route #18 through use of expansion hours within the Ten-Year Local Transit Strategy, or by looking at other alternative innovative solutions. At the time staff determined that lengthening the route to replace the missing link to Burlington Transit was the most appropriate solution. While this solution was chosen to overcome the impact to customers of the impending changes to service in the near term, staff also recognized several potential benefits associated with looking to innovating and providing service in the form of a different delivery model in the future. On-demand or demand responsive transit service was being researched and tracked, and as an alternative delivery option had seen a recent resurgence through the broadened use of technology. As such it was being introduced and piloted in other communities.

In February 2020, Transit staff in collaboration with the Ward 15 Councillor and staff from Economic Development met with the business community located in the west end of Waterdown. The meeting provided staff a great opportunity to connect and listen to this community describe why transit service and connectivity to jobs for their employees was important to the success of their businesses, what their common frustrations were related to taxation for transit service while not having access to it, and to have the

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conversation about how we might improve transit service in the area to serve their needs as well as the needs of potential new employers wishing commit to developing their businesses in the same area. At the time of the meeting Transit staff had already planned and presented to Council the service enhancements proposed to be implemented in Fall 2020 as part of year 5 of the Ten-Year Local Transit Strategy. Staff believed there would be an opportunity to incorporate service enhancements to address the concerns and needs for Waterdown in year 6 of the Ten-Year Local Transit Strategy and that these enhancements could occur as early as Fall 2021.

In March 2020, the COVID-19 pandemic began and as has been widely recognized, it had an immediate impact on transit service. Like other routes, the route #18 Waterdown service saw a large reduction in customer use throughout the remainder of 2020 which was expected to continue into 2021. At the lowest point, early in the pandemic customer usage in Waterdown dropped to 27% compared to pre-pandemic weekday demand, by Fall 2020 customer usage on the route had returned to 56% compared to pre-pandemic demand, however, ongoing changes to Public Health and Provincial pandemic responses has seen the demand fluctuate. In addition to the immediate impacts the pandemic has had on transit use, it also impacted the logistical requirements necessary to implement year 5 service enhancements planned for Fall 2020. This delay in the Ten-Year Local Transit Strategy implementation timeline resulted in any other potential service enhancements requiring funding for additional service hours, fleet, and FTE, to be pushed out by a minimum of one year, as the year 5 enhancements are now being implemented in Fall 2021.

The last policy that Transit staff takes into consideration when considering changes to service, along with the Council approved Service Standards, service performance metrics, and customer feedback, is the Area Rating Tax Policy. Specifically, transit service is only planned for and operates with the Urban Transit Boundary as defined by the policy. The only exception is where HSR service operates outside of the defined boundary in order to cross our municipal boundary to provide transit service connecting customers travelling to and from Burlington. Specifically those travelling to and from downtown Burlington via the route #11 Parkdale bus, to Woodland and Holy Sepulchre Cemeteries via the route #9 Rock Gardens bus, and the Aldershot GO Station via the route #18 Waterdown bus. Prior to 1998, transit service was provided on a fee-for-service basis by the former Region based on each of the former local area municipality's desired level of service. In 1998, a new cost allocation formula for transit service was approved based on 50% service distance operated and 50% weighted urban assessment of each former municipal area. This resulted in some urban areas paying for but not receiving transit service (e.g. urban areas of Flamborough). When the City amalgamated in 2001, Council approved the area rating of several services, including Transit. The rationale for area rating specific services was that, unlike other programs, these services were not available in all areas of the new City. In 2009, Council redefined the Urban Transit Boundary in recognition that properties, primarily in

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rural areas of the City that did not receive transit service, should not pay for Transit. The Urban Transit Boundary was developed using the urban boundary with some exceptions, excluding some areas that did not receive transit services but including areas that received TransCab services. The total net cost of conventional transit is allocated based exclusively on transit service distance operated in each of the former municipal areas. This results in six different tax rates for transit and in the case of Waterdown, means only the kilometers driven within the Urban Transit Boundary within Waterdown are allocated to properties within this same area of Waterdown. Properties outside of the current defined Urban Transit Boundary do not receive transit service and are not taxed for conventional transit, while areas within the Urban Transit Boundary may receive varying levels of service. The methodology for calculating the division of distance amongst each of the former municipal areas did not take into consideration where customers start or finish their transit trip as the revenue received from customers has already been deducted from the overall cost of conventional transit before the methodology is applied to the remaining cost. A map of the defined Urban Transit Boundary is attached to Report PW21032 as Appendix "G"

By Fall 2020 transit staff, having taken into consideration how transit service has measured up in the past and present against meeting expectations related to the service standards, how service has performed for customers in the past and might perform in the future based on planned capital construction programs over the next 5 years, the voice of the community and the feedback received particularly from the business community concerning their needs, and how the pandemic has impacted service and service implementation in the immediate, near and future terms, knew that an alternative solution provided an opportunity to potentially address most, if not all of the issues. However, while alternative types of transit service delivery have been tried or used in the past in our City, capitalizing on new technologies has not been.

The Pilot of a Software as a Service (SaaS) provides an excellent opportunity for the City to assess the feasibility of the new technologies and how it might at present, and in the future, be able to transform how transit service is delivered in specific use cases for individual communities throughout the City. Unlike a Mobility as a Service (MaaS), which constitutes a full scale contracting out of services and a larger commitment, the SaaS pilot provides an entry point into testing the same technology while maintaining the use of the fleet already owned by the City, employees already employed by the City, and service hours already being budgeted for. This provides a balance between the ability to test the technology, the benefits and efficiencies it could produce, meeting the obligations of our Collective Agreement with the ATU, and meeting policy requirements related to Council approved Service Standards and the Area Rating Tax Policy.

In the context of Council approved Service Standards, a pilot of a SaaS would be considered to align with the prescribed guidance under the coverage standard in which a short-range objective to reach locations that are beyond the distance threshold could

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be considered for new or restructured service provided it was within the available operating budget. Reaching locations outside of the coverage standard threshold is one of the main goals of the pilot. The Service Standards for productivity and loading are not being met by the existing service in Waterdown and a SaaS aligns with meeting the objective guidance prescribed in these policy standards wherein routes that fall below the minimum productivity thresholds would be subject to monitoring, route reconfiguration, span and frequency reductions, consolidation into other routes, or discontinuation. Of all the possible prescriptive solutions available to staff, only monitoring and route reconfiguration are within scope for service in Waterdown as span and frequency reductions would result in failure to meet those standards, discontinuation of the route would result in the failure to meet the coverage standard, and consolidation into other routes could not be achieved as the route #18 is the only route servicing the area. While traditional route reconfiguration is achieved by extension, contraction, or altering a fixed route, a SaaS provides dynamic routing of service which can also be considered to meet the definition of a re-configured route.

Respecting the Area Rating Policy, areas within the Urban Transit Boundary in Waterdown are being taxed for transit services that they are not receiving due to their locations being in excess of the distance thresholds considered under the coverage standard, and in some cases these locations previously were within the distance threshold prior to changes made in 2015. The SaaS pilot does not require a Council approved adjustment to the Urban Transit Boundary as the existing boundary extends beyond the area of the business and residential communities in question and current transit service falls well short of the boundary. Through operating improvements provided by the SaaS more efficient use of travel patterns operated in the community should provide at the very least a net neutral outcome for distance travelled, inclusive of the extension of service, or at the very best a reduction in the overall kms operated both in the Waterdown portion of the route and the Burlington portion of the route.

APPENDICES AND SCHEDULES ATTACHED

Appendix “A” to Report PW21032 – Pilot Assessment Criteria

Appendix “B” to Report PW21032 – Pilot Timeline

Appendix “C” to Report PW21032 – Map of Waterdown Transit Route (2008 to 2015)

Appendix “D” to Report PW21032 – Council Approved Service Standards

Appendix “E” to Report PW21032 – Map of Waterdown Transit Route (2015 to 2021)

Appendix “F” to Report PW21032 – APC data for Route 18; Fall 2018 and Fall 2019

Appendix “G” to Report PW21032 – Urban Transit Boundary Map

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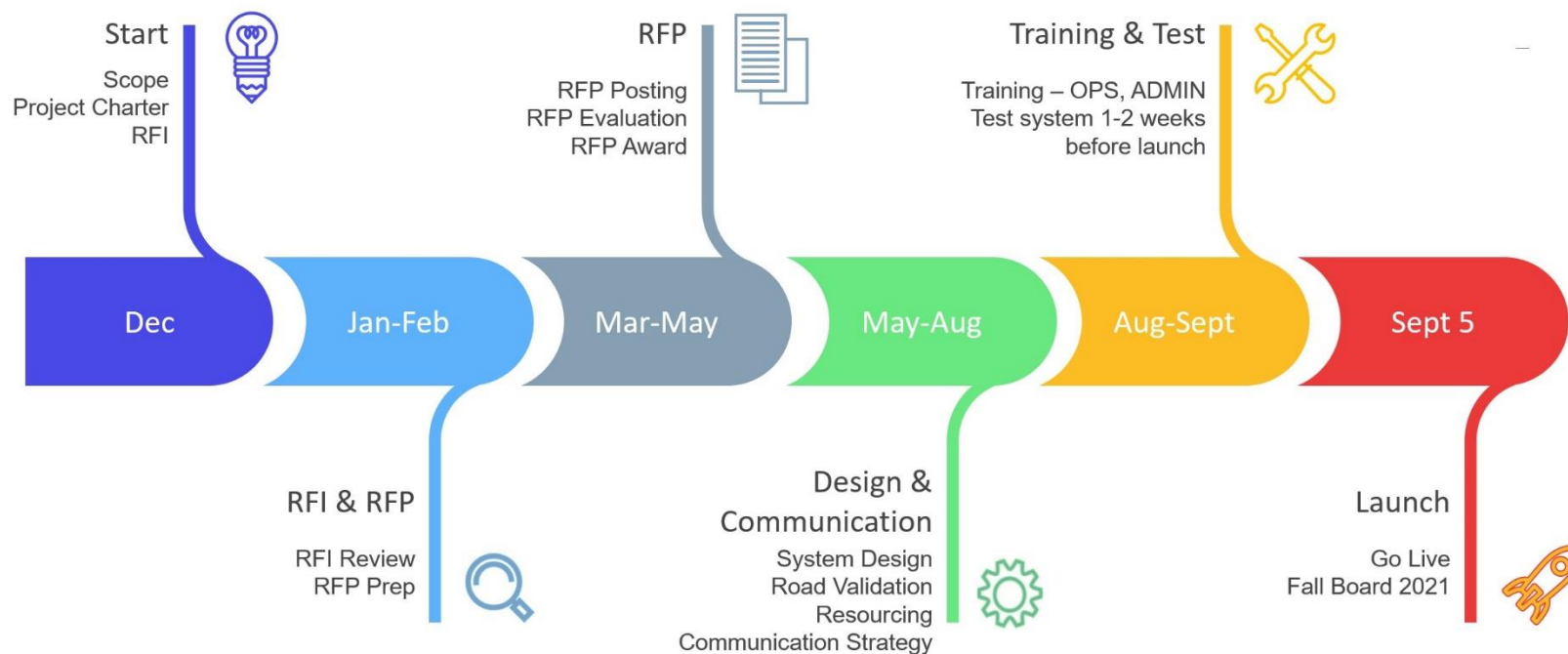
Appendix "A" to Report PW21032
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Pilot Assessment Criteria

Assessment Criteria
Wait times from booking
Walking distance to stops
Travel time to destination
Connectivity to other service
Perception of safety
Adaptability to Use
Ease of Use
Perception of service model
Willingness to pay for improvements
Vendor Performance
Transit Customer Facing App functionality
Operator Facing App functionality
Administrative Dashboard functionality
Responsiveness of technology
Reliability of technology
Reporting capabilities
Accessibility compliance and features
Coverage standard
Productivity standard
Ridership
Financial
Resource allocation
Vehicle kms
Utilization kms

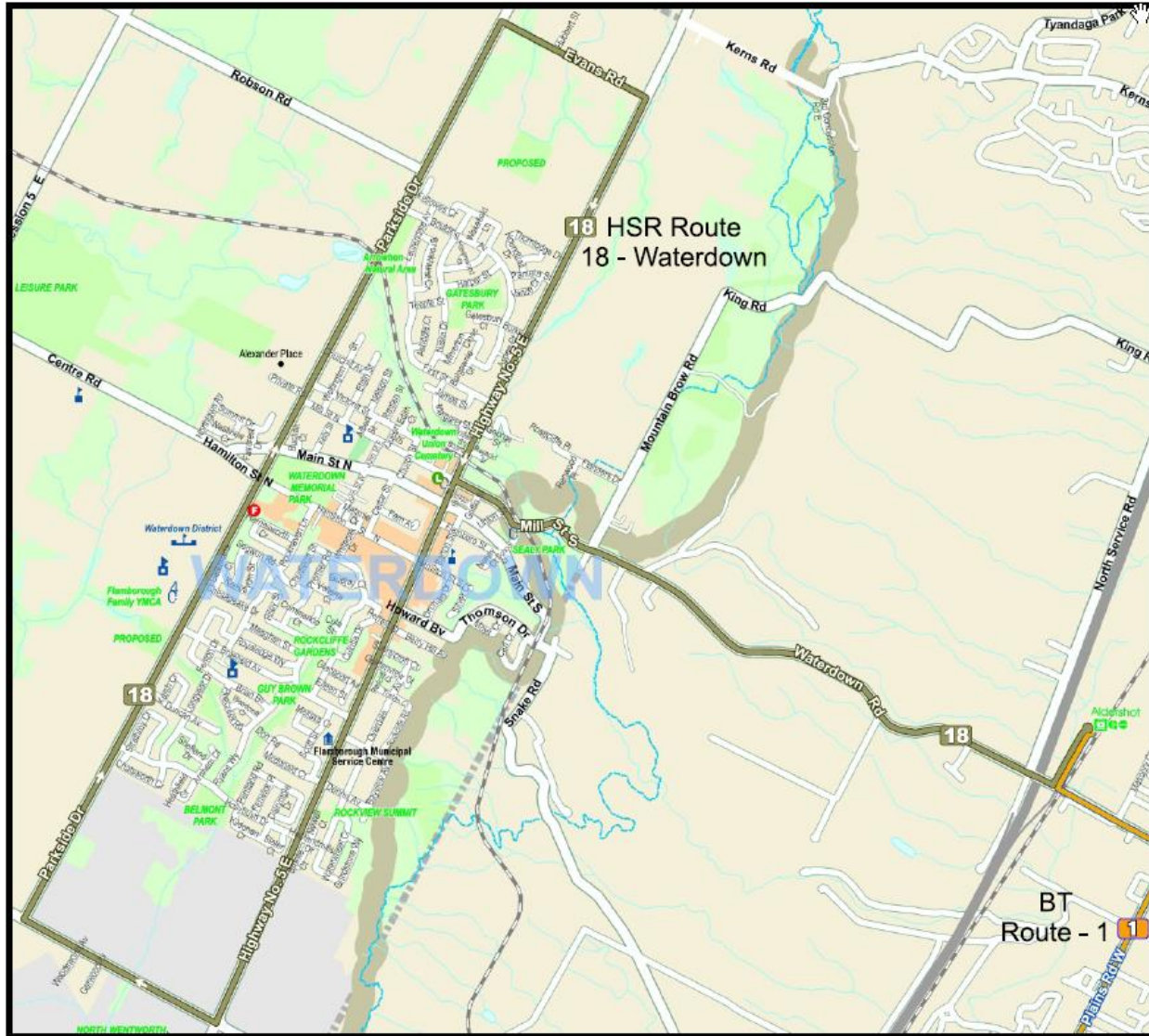
Pilot Timeline

ON DEMAND TRANSIT - TIMELINE



Appendix "C" to Report PW21032
Page 1 of 1

Map of Waterdown Transit Route (2008 to 2015)



Appendix “D” to Report PW21032

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Council Approved Service Standards

Proposed HSR Service Standards			
Coverage	Weekday	Saturday	Sunday
System Wide Minimum	90% of residents / workplaces within Urban Transit Area to be within 400 metres of Weekday Peak service.		
Span (Start of trip)			
Span (Start of trip)	Weekday	Saturday	Sunday
Route Maximum	5:00 AM – 2:00 AM	5:00 AM – 2:00 AM	6:00 AM – 12:00 AM
Frequency (Time between buses)			
Frequency (Time between buses)	Weekday Peak / Non-Peak/ Evening	Saturday AM / Day / Evening	Sunday AM / Day / Evening
Route Minimum	30 / 30 / 60	30 / 30 / 60	30 / 30 / 60
Productivity (Boardings per Service Hour)			
Productivity (Boardings per Service Hour)	Weekday Peak / Non-Peak/ Evening	Saturday AM / Day / Evening	Sunday AM / Day / Evening
Route Minimum	25 / 15 / 15	15 / 15 / 15	15 / 15 / 15
Loading (Expressed as Percentage of Seated Capacity)			
Loading (Expressed as Percentage of Seated Capacity)	Weekday Peak / Non-Peak/ Evening	Saturday AM / Day / Evening	Sunday AM / Day / Evening
Route Maximum	125 / 100 / 100	100 / 100 / 100	100 / 100 / 100

Appendix "E" to Report PW21032
Page 1 of 1

Map of Waterdown Transit Route* (2015 to 2021)

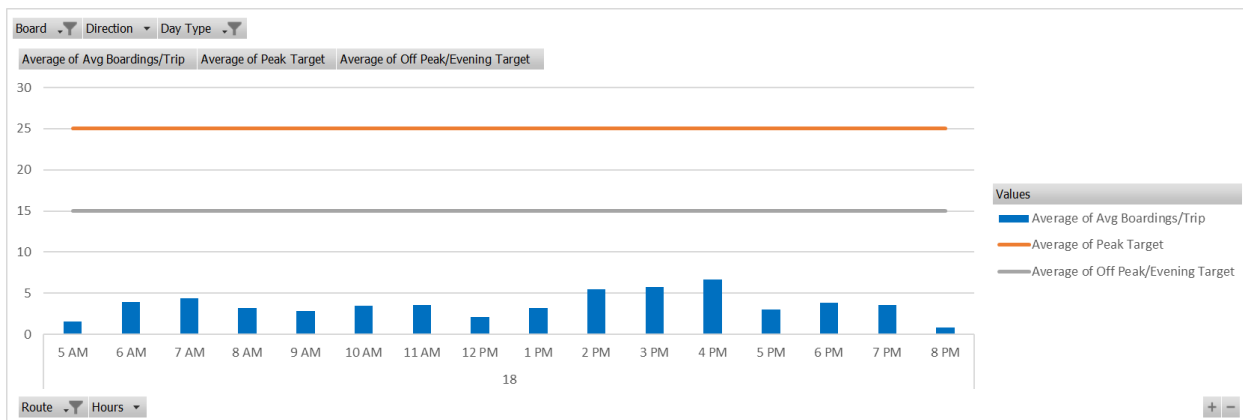


*The portion of routing south of Aldershot GO Station to Plains Rd. was added in Fall 2019

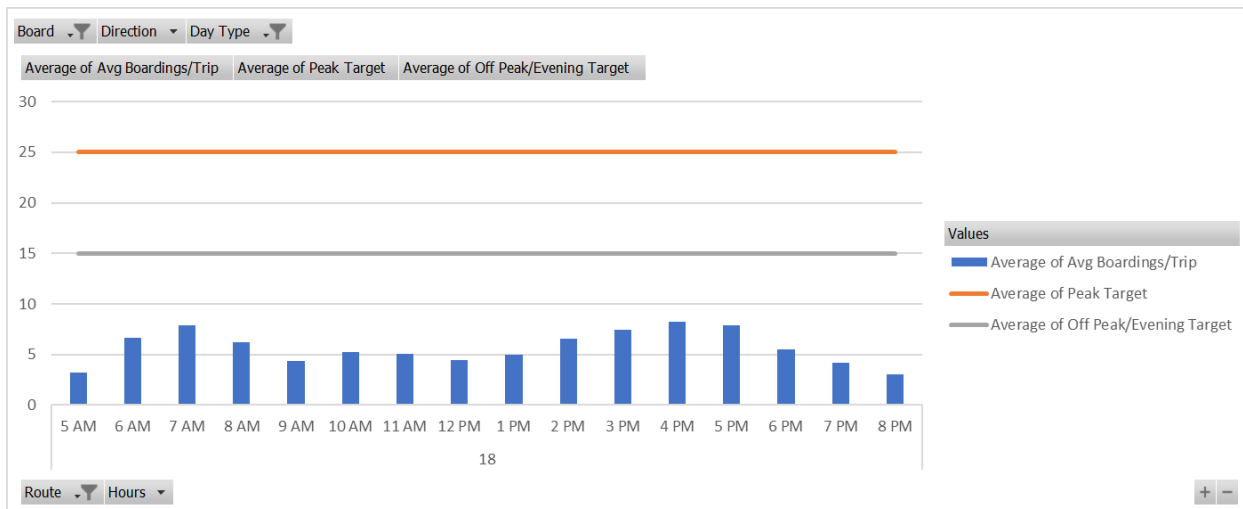
Appendix "F" to Report PW21032
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APC data for route 18 (Fall 2018 and Fall 2019)

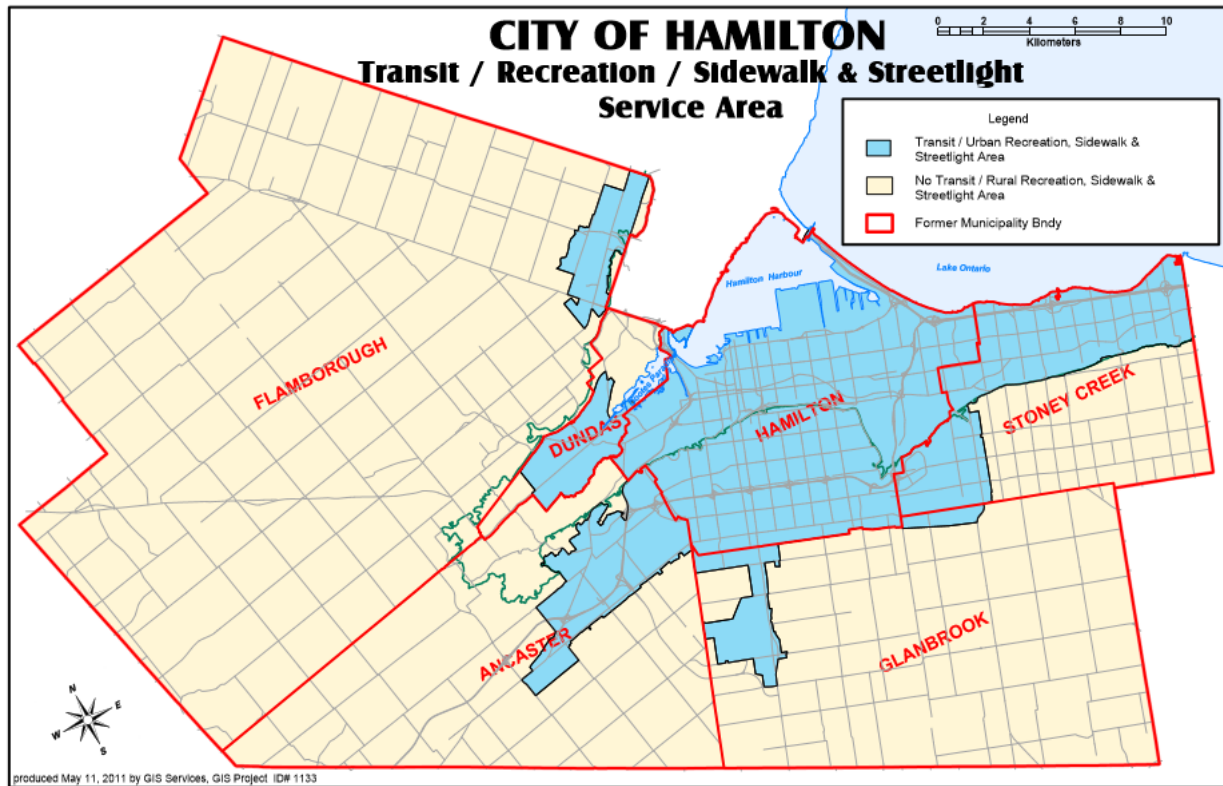
Fall 2018:



Fall 2019:



Urban Transit Boundary Map





INFORMATION REPORT

TO:	Chair and Members Public Works Committee
COMMITTEE DATE:	May 17, 2021
SUBJECT/REPORT NO:	Demolition of Dominion Glass Site at 43 Lloyd Street (PW21027) (Ward 3)
WARD(S) AFFECTED:	Ward 3
PREPARED BY:	Delfina Duarte (905) 546-2424 Ext. 6627
SUBMITTED BY:	Rom D'Angelo, C.E.T.; CFM Director, Energy, Fleet and Facilities Management Public Works Department
SIGNATURE:	

COUNCIL DIRECTION

N/A

INFORMATION

This Information Report regarding the Demolition of the former Dominion Glass site at 43 Lloyd Street, Hamilton (hereto attached as Appendix "A" to Report PW21027), is being presented to Public Works Committee as per Section 4.10 of the Procurement Policy where an emergency existed and the necessary work exceeds the General Manager's approval limit of \$250,000.00.

The former Dominion Glass factory (Dom Glass) site at 43 Lloyd Street in Ward 3 was purchased by the City of Hamilton in 2014. In accordance with Report #CM13014(a) "Acquisition of Property in Ward 3", the site was purchased for the purpose of replacing "outdoor recreational space and parkland in the Stadium Precinct that was displaced as a result of the construction of the Pan Am Stadium and planned redevelopment of Scott Park Secondary School. The nearby neighbourhood is also identified as parkland deficient.

The site is approximately 12.13 acres in size and is bounded by residential and commercial to the south, CN Rail lands to the north, Gage Avenue to the east, and

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**SUBJECT: Demolition of Dominion Glass Site at 43 Lloyd Street (PW21027)
(Ward 3) - Page 2 of 3**

industrial lands to the west. Upon acquisition, the City proceeded to complete a partial demolition of the infrastructure to grade but leaving the basement insitu.

Since acquisition, the Dom Glass site has attracted ongoing security related concerns including trespassing, loitering and dumping as people gained access to various collapsed underground spaces.

Numerous security responses were implanted including for example routine repairs to fencing breaches, blocking entrances, increased security patrols, cameras and periodic police assistance to vacate the underground. The negative impacts of the 2020 pandemic included a significant increase in the homeless population attracted to the underground portion of the Dom Glass site as with some people now taking up permanent residency. Some new concerns came to the forefront including, for example, tire fires and violence.

With the increased risk to public health and safety, staff was compelled to expedite an emergency demolition process through the issuing of a Policy 10 as required by the Procurement Policy for handling an emergency situation.

A new interactive camera system was installed in December of 2020 and highlighted that the site was breached several times per day, validating that safety and security could no longer be adequately maintained for the trespassers or for City staff/contractors who access the site regularly to gather environmental data from the underground water monitoring wells.

The Energy, Fleet and Facilities Management division staff worked with Housing Services Division (Encampment Task Force) and the Hamilton Police Services Community Outreach to provide advance demolition information to the resident population and to provide support services before the site was secured for demolition.

With the increased risk to public safety due to the state of the building and the risk of collapse, a Policy 10 was put in place for the emergency demolition of the basement infrastructure at an overall cost of \$397,296.00 plus HST.

The total cost of demolition including the temporary security camera system, consulting fees, designated substance removal and demolition was as follows:

Type:	Cost (HST Extra)
Consulting Fees (Structural & Environmental)	\$74,000.00
Calibre Camera Systems	\$21,780.00
Demolition including Designated Substance Removal	\$301,516.00
Total Cost of Demolition:	\$397,296.00

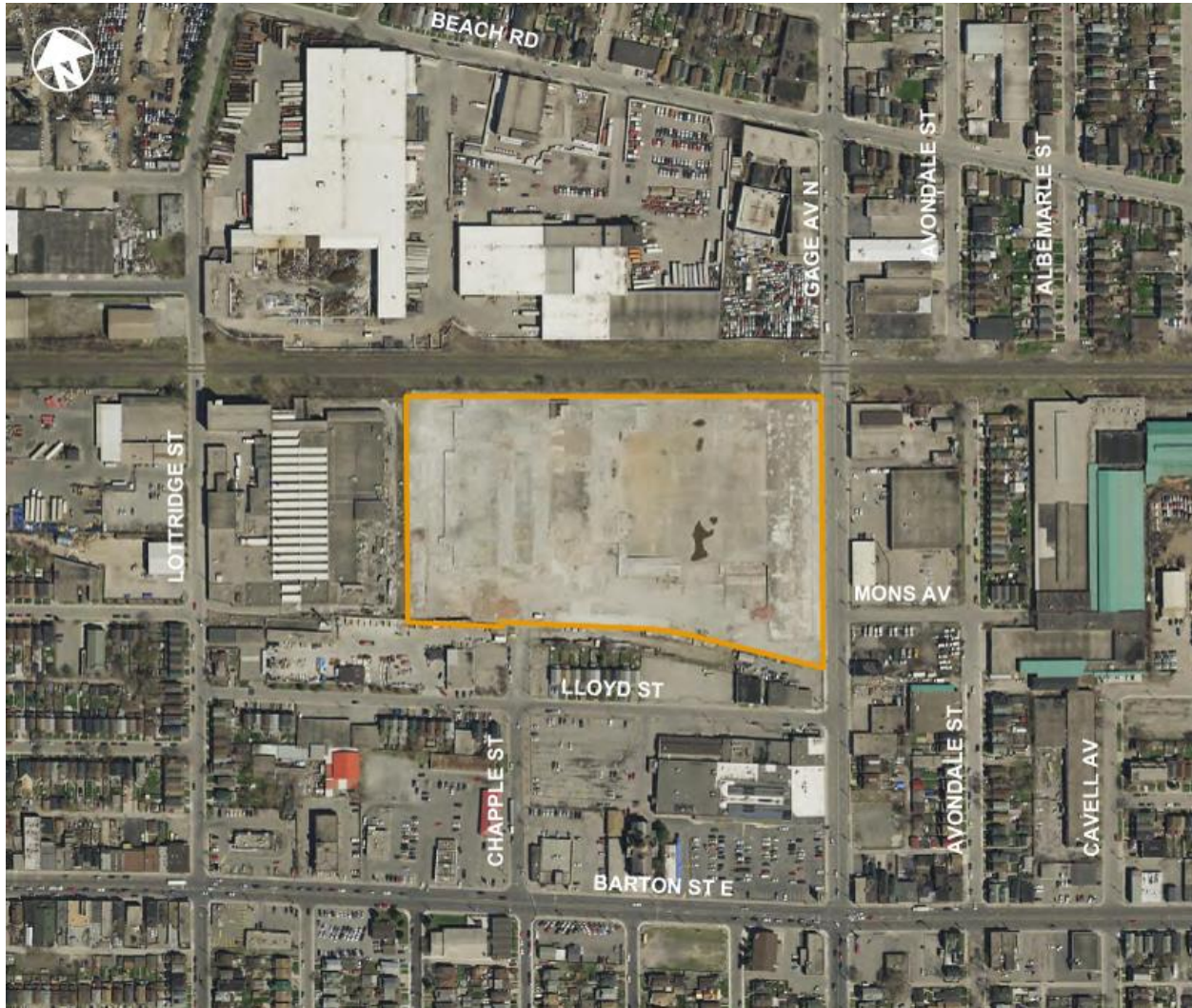
**SUBJECT: Demolition of Dominion Glass Site at 43 Lloyd Street (PW21027)
(Ward 3) - Page 3 of 3**

The demolition reached substantial completion at the end of January 2021 and was successfully completed in March 2021.

APPENDICES AND SCHEDULES ATTACHED


Appendix "A" to Report PW21027 – Map of 43 Lloyd Street, Hamilton, ON

Location Map – 43 Lloyd Street, Hamilton, ON





INFORMATION REPORT

TO:	Chair and Members Public Works Committee
COMMITTEE DATE:	May 17, 2021
SUBJECT/REPORT NO:	Demolition of 200 Jones Road (PW21033) (Ward 10)
WARD(S) AFFECTED:	Ward 10
PREPARED BY:	Delfina Duarte (905) 546-2424 Ext. 6627
SUBMITTED BY:	Rom D'Angelo, C.E.T.; CFM Director, Energy, Fleet and Facilities Management Public Works Department
SIGNATURE:	

COUNCIL DIRECTION

On Wednesday February 12, 2020 City Council (GIC - January 30, 2020) approved Report HUR20002 that inclusive within the City's Code of Conduct Policy city staff are obligated to share consultant reports with identified imminent risk to human health or safety policy.

INFORMATION

Recently, Council has expressed heightened interest in consultant reports that involve health and safety related matters. The purpose of this Information Report is to inform Council of an Environmental Assessment which has confirmed the presence of mould in the Kiwanis Community Centre located at 200 Jones Road, Stoney Creek and the resulting action underway by staff that include demolishing the building in response to the end of life condition and the health & safety concerns identified in the report.

This Information Report is to inform the Public Works Committee and Council that staff will be demolishing 200 Jones Road due to a number of reasons that include but not limited to the following: (i) the results of an Environmental Assessment confirming the presence of mould in the building (ii) the facility has reached its end of life (iii) based on the building condition assessment report the facility is deemed to be in critical condition and cost prohibited to rehabilitate.

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SUBJECT: Demolition of 200 Jones Road (PW21033) (Ward 10) - Page 2 of 3

The Community Centre a city-owned facility was constructed circa 1976 (45 years old) and is 6,979 sq. ft. in size sitting on a 1.34-acre parcel of land. This facility is beyond its life cycle and it has been flagged in previous reports as having a facility condition index (FCI) of 44.45% (>30% is deemed critical-refer to Table 1 below).

Table 1:

Facility Condition Index			
0-5%	5-10%	10-30%	>30%
Good	Fair	Poor	Critical

The Community Centre a former police station has been occupied by the Kiwanis Club of Hamilton since 1998 until the COVID-19 shut down took place in March of 2020.

The building was operating as the Kiwanis Community Centre paying a monthly rent of \$500 or \$6,000/ annually and sub-leasing most of the space to the following groups:

- Peach Festival – Office and storage space. The float is stored in the building. Their rent is \$765/month;
- Stoney Creek School of Art – Provides art lessons every Saturday and will run birthday parties as booked. She also runs an art camp in the summer for 2 months. Her rent is \$700/month;
- St. Joes Ambulance – Prior to COVID, they rent space 2 days per month for training at \$75/day;
- Aubrey Jones Apartments 255 King St. West - Kiwanis owns that apartment building and the property manager has an office located within the Kiwanis Community Centre.

In March of 2019, the City was asked to investigate the possibility of mould in the building as a result of medical concern by one of the Kiwanis staff. Subsequently, a Mould Sampling Assessment was completed by WSP Canada Inc. on April 8, 2019. The results of the Mould Sampling Survey revealed the following:

“The total mould spore concentrations identified in the indoor air samples collected are elevated for indoor environments, with the concentrations of spore types deriving from *Aspergillus/*Penicillium, Cladosporium, Myxomycetes, Stachybotrys / Memnoniella and Unidentifiable Spores. All five (5) samples taken within the subject building were compared to a reference sample taken outdoors.”

The *Aspergillus/*Penicillium mould spore concentrations from the indoor samples collected from the Storage Room (ST-05), the North Corridor (ST-06), and Room ‘B’ (ST-07) were similar to the outdoor reference sample (ST-01), indicating that spore concentrations are within the normal range.

The *Aspergillus/*Penicillium mould spore concentrations identified from the indoor samples in Room ‘A’, the South Corridor, and the Activity Room (Room ‘D’) indicate elevated concentrations of spores.

SUBJECT: Demolition of 200 Jones Road (PW21033) (Ward 10) - Page 3 of 3

Although the total spore count within the Storage Room (ST-05) is within the normal range when compared to the Outdoor sample (ST-01), the mould spore *Stachybotrys/Memnoniella* was identified in the Storage Room air sample. *Stachybotrys/Memnoniella* is not considered to be a common indoor spore type and may have adverse health effects for people with compromised respiratory function.

The report went on to recommend remediation combined with repairing the roof and other sources of water infiltration.

Additionally, lead paint and asbestos containing materials were identified in the building.

Staff considered the cost of remediation and repairs required in the context of the overall state of the building including the age of the structure and the need for a new HVAC root top unit. Remediation and required repairs came in at an estimated \$800K to \$1 Million. Once you consider other end-of-life building components estimated at an additional \$500k plus 15-20% soft costs (engineering, project management fees, etc.), the overall capital requirements will surpass \$1.5 million to remediate and rehabilitate the facility. Facilities Management staff have deemed these actions to be cost prohibitive.

Alternatively, demolition is estimated between \$70K to \$100K. The estimated annual operating savings from removing the facility from the city-owned inventory is approximately \$10,000.

In November of 2020 the Portfolio Management Committee approved an internal report by the Energy, Fleet & Facilities Management Division identifying the issues and recommending that the building be demolished.

Staff have made efforts to assist and find solutions to relocate the existing tenant and sub-tenants of the building. Efforts have been halted during the pandemic closures but will resume once the April/May 21 lockdown is lifted.

After careful consideration of all the factors including that this building is used for non-core City business functions, a decision was made to demolish the building.

The demolition is planned to take place in Q4 of 2021 and funding of \$100K will be drawn from the operating savings and Capital WIP, PID 3542141101 which was setup for emergency facilities infrastructure situations.

APPENDICES AND SCHEDULES ATTACHED

N/A



MINUTES

Hamilton Water Sub-committee
 Tuesday, April 23, 2019
 2:30 pm
 Hamilton City Hall, Room 816
 71 Main Street East
 Hamilton, ON

Present:

Chair: Andrew Grice

Vice-Chair:

Members: Councillor Danko
 Councillor Wilson
 Councillor Nann
 Councillor Ferguson (PW Chair)
 John Helka
 Dan McKinnon

Minutes:

1. WELCOME AND INTRODUCTIONS

Andrew Grice welcomed everyone to the meeting.

2. DISCUSSION ITEMS

City staff presented the need to expand the City's purchase order with CH2M Hill Canada in the amount of \$4.5M which is required for engineering services during construction for the Woodward Upgrades Program. This request will formally be provided in a Recommendation Report for Public Works Committee targeting June 3, 2019.

An overall update on the Woodward Upgrades Program was also provided.

3. GENERAL INFORMATION / OTHER BUSINESS

None

Next Meeting: TBD



Hamilton

Hamilton Water Sub-Committee

REPORT 21-001

Monday, May 3, 2021

10:00 a.m.

Due to COVID-19 and the Closure of City Hall, this meeting was held virtually.

Present: Councillors M. Wilson (Chair), J.P. Danko (Vice-Chair) and N. Nann

Absent

With Regrets: Councillor S. Merulla – City Business

Also Present: Councillor L. Ferguson

THE HAMILTON WATER SUB-COMMITTEE PRESENTS REPORT 21-001 AND RESPECTFULLY RECOMMENDS:

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

- (a) That Councillor M. Wilson be appointed as Chair of the Hamilton Water Sub-Committee for the remainder of the 2018-2022 Term of Council; and,
- (b) That Councillor J.P. Danko be appointed as Vice-Chair of the Hamilton Water Sub-Committee for the remainder of the 2018-2022 Term of Council.

2. Woodward Upgrades Construction Update (PW20043(a)) (City Wide) (Item 8.1)

That Report PW20043(a), respecting Woodward Upgrades Construction Update, be received.

FOR INFORMATION:

(a) APPROVAL OF AGENDA (Item 2)

The Committee Clerk advised that there were no changes to the agenda.

The agenda for the May 3, 2021 meeting of the Hamilton Water Sub-Committee was approved, as presented.

(b) DECLARATIONS OF INTEREST (Item 3)

There were no declarations of interest.

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

(i) April 23, 2019 (Item 4.1)

The Minutes of the April 23, 2019 meeting of the Hamilton Water Sub-Committee were approved, as presented.

(d) STAFF PRESENTATIONS (Item 8)

**(iv) Woodward Upgrades Construction Update (PW20043(a)) (City Wide)
(Item 8.1)**

John Helka, Director, Woodward Upgrades, addressed Committee respecting Report PW20043(a), Woodward Upgrades Construction Update, with the aid of a presentation.

The presentation, respecting Report PW20043(a), Woodward Upgrades Construction Update, was received.

(e) ADJOURNMENT (Item 15)

The meeting of the Hamilton Water Sub-Committee adjourned at 11:02 a.m.


Respectfully submitted,

Councillor M. Wilson
Chair, Hamilton Water Sub-Committee

Laura Keddie
Assistant to the Director of Hamilton Water



CITY OF HAMILTON
PUBLIC WORKS DEPARTMENT
Energy, Fleet and Facilities Management Division

TO:	Chair and Members Public Works Committee
COMMITTEE DATE:	May 17, 2021
SUBJECT/REPORT NO:	Standardization for the Provision of Support, Maintenance, Repair and Parts to Original Equipment Manufacturer (OEM) or Licensed Distributors (PW19003(a)) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Cynthia Cenerini (905) 546-2424 Ext. 7013
SUBMITTED BY:	Rom D'Angelo, C.E.T.; CFM Director, Energy, Fleet and Facilities Management Public Works Department
SIGNATURE:	

RECOMMENDATION

- (a) That the standardization of support, maintenance, repair and parts to the original equipment manufacturers or licenced distributors as identified in Appendix "A" attached to Report PW19003(a) pursuant to Procurement Policy #14 – Standardization, thereby approving the listed suppliers as the single source of equipment, parts, supplies and services for the listed equipment in the Energy Fleet and Facilities Management (EFFM) Division be approved;
- (b) That the General Manager of Public Works, or his designate, be authorized to negotiate, enter into and execute any required contract(s) and any ancillary documents required to give effect thereto with those suppliers identified in Appendix "A" attached to Report PW19003(a), with content acceptable to the General Manager of Public Works, and in a form satisfactory to the City Solicitor;
- (c) That the General Manager of Public Works, or his designate, be authorized, in the event that a supplier identified in Appendix "A" attached to Report PW19003(a) undergoes a name change, to amend any contracts executed and any ancillary documents as required in a form satisfactory to the City Solicitor.

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SUBJECT: Standardization for the Provision of Support, Maintenance, Repair and Parts to Original Equipment Manufacturer (OEM) or Licensed Distributors (PW19003(a)) (City Wide) - Page 2 of 5

EXECUTIVE SUMMARY

Energy, Fleet and Facilities Management Division (EFFM) oversees approximately 500 facilities. The portfolio of facilities includes recreational facilities, corporate facilities, entertainment facilities, stadium, Long Term, Care facilities and libraries. The building systems involved are very diverse, and span decades of differing technologies. Maintenance and management of these facilities requires that EFFM purchase equipment, parts, supplies and services from OEM suppliers and licenced distributors.

Procurement Policy #14 provides guidelines for standardization that streamline the process to purchase the support, maintenance, repair and parts required to maintain systems by OEM providers or distributors.

Standardizing the support, maintenance, repair and parts to the OEM service providers and or licensed distributors under Policy #14 will ensure compliance with Procurement Policies, provide transparency of the procurement process and control cost of replacement components. It will also further reduce the amount of staff time required to prepare Policy #11 (single/sole source) forms requesting to sole source to the OEM service providers listed in Appendix "A" attached to Report PW19003(a).

The purpose of this report is to seek approval for the standardization of support, maintenance, repair and parts to OEM service providers or licenced distributors for equipment outlined in Appendix "A" attached to Report to PW19003(a).

In accordance with the City's Procurement Policy, where a standardized Good or Service is approved by Council or the Manager of procurement and the expiry of the standardization is not stated in the approval report or motion, the expiry of the standardization shall be no more than 3 years from the date of the approval.

Alternatives for Consideration – See Page 5

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: Appendix "A" to attached to Report PW19003(a) lists the products and services recommended for standardization. In 2020, the combined expenditures relative to these vendors was approximately \$440,000.00. Adequate budget was approved for these procurements in 2020 and is similarly included in the 2021 operating and maintenance budgets. In 2021 the total value of the standardization is approximately \$700,000 across a vast amount of facilities which requires that EFFM purchase equipment, parts, supplies and services from OEM suppliers, licenced distributors and service providers.

SUBJECT: Standardization for the Provision of Support, Maintenance, Repair and Parts to Original Equipment Manufacturer (OEM) or Licensed Distributors (PW19003(a)) (City Wide) - Page 3 of 5

Staffing: The approval of the recommendations contained within this report significantly reduces the amount of time spent on administrative work procuring goods and services.

Legal: Not Applicable.

HISTORICAL BACKGROUND

The portfolio of facilities that are being maintained by EFFM contains diverse complex systems of different vintages. The supplier base for upgrading, repairing and retrofitting of these systems is widespread and complex. Some suppliers have exclusive distribution rights to geographical areas. In the past EFFM has sought out Policy #11 approval for the single source procurement of parts, equipment, supplies and services from OEM service providers and licensed distributors.

The standardization of equipment, parts, supplies and services will ensure that specific makes and models required to allow for direct replacements (like for like) without having to modify equipment configurations as may be the case if aftermarket products were to be used. Modifications in most cases can be expensive as they may require additional parts and labour time.

The standardization of support, maintenance, repair and parts will aid in the streamlining of repairs and maintenance work and reduce downtime which has a direct impact on our customers.

Hamilton Community Energy (HCE):

HCE Energy Inc. (HCE) is owned by the City of Hamilton through a holding company named Hamilton Enterprise Holdings Corporation (HEHCO). HEHCO also owns HCE Telecom and other subsidiaries. HCE Energy Inc. is our energy supplier for the district energy system in the downtown core plus they provide similar energy related services at other locations such as McMaster Innovation Park. The HCE staff are certified to work on their own 3.5megawatt natural gas generator on Bay Street and perform many related duties to operate and maintain the district energy system.

The two specific sites where HCE has been retained for operations and maintenance (O&M) services that require approval include the Biogas Processing Unit (BPU) and 50 Main Street.

In 2005, HCE was specified and approved for operation and maintenance services when the Hamilton Renewable Power Inc. (HRPI) cogeneration plant was built. The HRPI cogeneration plant uses biogas from the Woodward digesters to generate

SUBJECT: Standardization for the Provision of Support, Maintenance, Repair and Parts to Original Equipment Manufacturer (OEM) or Licensed Distributors (PW19003(a)) (City Wide) - Page 4 of 5

renewable electricity. The recommendation and subsequent approval to use HCE for operations and maintenance on the HRPI cogeneration plant was based on leveraging staff that are already certified for similar service work. Having the same staff that are certified to work on the HCE generator on Bay Street also work on the HRPI generator provided local jobs and linked the existing 24/7 monitoring of the HCE staff to meet the needs of HRPI.

In 2011 the biogas processing unit (BPU) was built at the Woodward water and wastewater treatment plant. At the time, this was the first system of this nature in North America that connected a BPU with a wastewater plant. The BPU uses the same source of biogas as the HRPI cogeneration unit, but the BPU creates renewable natural gas. When the BPU slows down or is down for planned or unplanned maintenance, the HRPI cogeneration unit speeds up. The two systems are therefore connected and operate in a symbiotic manner. Since the two systems operate together there is a strong desire and pragmatic rationale to have a single entity operate these units and perform the maintenance.

The other site that is impacted is located at 50 Main Street. This site was recently developed. Part of that process was to have HCE acquire the heating and cooling system to use as a new hub for the district energy system. HCE was involved in the project and designed the heating and cooling system that was installed. Part of that design included communications from the site to the HCE control room where they can provide 24/7 monitoring. HCE was recommended to provide O&M services in order to ensure the system was operated within tolerances that met warranty and design parameters and the fact HCE was to ultimately own the system. If the O&M service was to be provided by City staff, there would have been a need to increase staff compliment.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

The City of Hamilton Bylaw #20-205 – Procurement Policy, Policy #14, and Section 4.14 allows for Standardization. Where a standardized Good or Service is approved by Council or the Manager of procurement and the expiry of the standardization is not stated in the approval report or motion, the expiry of the standardization shall be no more than 3 years from the date of the approval.

RELEVANT CONSULTATION

The Procurement Section has only provided comment with respect to the adherence of the Procurement Policy.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

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SUBJECT: Standardization for the Provision of Support, Maintenance, Repair and Parts to Original Equipment Manufacturer (OEM) or Licensed Distributors (PW19003(a)) (City Wide) - Page 5 of 5

The selection of parts and supplies to replace existing equipment of components that have reached the end of their service life has been given considerable attention. EFFM seeks to improve the efficiency and productivity of operations and create a positive work environment. Front-line employees who maintain the equipment know from experience what kinds of equipment are best suited for work, including those aspects which maintain an ease of operation, stable functionality and acceptable health and safety standard. Providing components that are not compatible or have questionable reliability may distract staff from performing the work safely and exposing them to unnecessary hazards.

ALTERNATIVES FOR CONSIDERATION

An alternative to the recommendations in this report is to revert back to completing Procurement Policy #11 forms for each and every vendor included in Appendix “A” attached to Report PW19003(a) of this report, however it is not recommended as it is time consuming to complete and requires an inordinate amount of staff time to complete; whereas the recommendations in this report achieves the same objective.

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Healthy and Safe Communities

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

Clean and Green

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

Our People and Performance

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

APPENDICES AND SCHEDULES ATTACHED

Appendix “A” to Report PW19003(a) – OEM, Licensed Distributors & Maintenance Services of EFFM Equipment

Original Equipment Manufacturer (OEM), Licensed Distributors & Maintenance Services of EFFM Equipment

Vendor Name	Manufacturer	Distributor	Service/ Parts	Support	Site	Description of Goods/Services Required	Standardization Rationale	2020 Annual Spend
Daktronics Canada	X		X	X	Tim Hortons Field	Technical support, maintenance, repair and parts supplier of the Daktronics video scoreboard at Tim Horton's Field.	The video scoreboard at Tim Hortons Field is manufactured by Daktronics Canada. A technician from Daktronics is required to be on site for every high level event to trouble shoot any malfunction's that may occur during the event.	\$45,000.00
Volante Software Inc	X		X	X	Tim Hortons Field	Point of Sale (POS)equipment , support, maintenance, repair and parts for systems installed at Tim Horton's Field	Volante Software Inc. is the OEM and proprietary owner of the licensed software at Tim Horton's Field. They are the sole supplier of equipment support, maintenance, repair and parts for this equipment	\$130,000.00

Vendor Name	Manufacturer	Distributor	Service/ Parts	Support	Site	Description of Goods/Services Required	Standardization Rationale	2020 Annual Spend
Siemens Canada Limited, Building Technologies Division	X		X	X	Multiple Sites	Technical support, maintenance, repair and parts supplier of the Siemens building automation systems (BAS) at EFFM managed facilities	Siemens Canada Limited is the OEM of the Building Automation System. The equipment is proprietary to Siemens Canada Limited and therefore they are the sole supplier of technical support, maintenance, repair and parts to this equipment.	\$140,000.00
Honeywell Limited,	X		X	X	Multiple Sites	Technical Support, maintenance, repairs and parts of the BAS system at various EFFM managed locations that are proprietary to Honeywell.	Honeywell Limited is the OEM and proprietary supplier of technical support, maintenance, repair and parts to these BAS systems.	\$63,000.00

Vendor Name	Manufacturer	Distributor	Service/ Parts	Support	Site	Description of Goods/Services Required	Standardization Rationale	2020 Annual Spend
Engineered Air	X		X	X	Multiple Sites	Technical support, maintenance, repairs and parts to service the existing Engineered Air manufactured heating, air conditioning and refrigeration equipment at some facilities.	Engineered Air is the OEM for this equipment and technical support, maintenance, repairs and parts are available only through Engineered Air.	\$10,000.00
Dectron	X		X	X	Arena's and Aquatic Centres	Technical Support, maintenance, repairs and parts to service existing dehumidification units.	Dectron is the OEM for this equipment and parts and service are only available through Dectron.	\$10,000.00

Vendor Name	Manufacturer	Distributor	Service/ Parts	Support	Site	Description of Goods/Services Required	Standardization Rationale	2020 Annual Spend
HTS Engineering		X	X	X	Multiple Sites	Technical Support, maintenance, repairs and parts to service existing Daikin roof top air conditioning unit.	HTS Engineering is the exclusive manufacturers agent/distributor for Daikin in Ontario. HTS Engineering is the sole provider of technical support, maintenance, repairs and parts for Daikin rooftop air conditioning units	\$10,000.00
Trane Canada	X		X	X	Multiple Sites	Technical support, maintenance, repairs and parts to service existing Trane manufactured HVAC and BAS equipment at various EFFM managed locations.	Trane Canada is the OEM for this equipment and technical support, maintenance, repairs and parts are only available through Trane Canada.	\$14,200.00


Vendor Name	Manufacturer	Distributor	Service/ Parts	Support	Site	Description of Goods/Services Required	Standardization Rationale	2020 Annual Spend
Johnson Controls Limited	X		X	X	Multiple Sites	Technical support, maintenance, repairs and parts supplier of the building automation systems (BAS) at various EFFM managed facilities that are proprietary to Johnson Controls Limited	Johnson Controls Limited is the OEM and proprietary supplier of technical support, maintenance, repair, and parts to these BAS systems.	\$8,000.00
Airon Group of Companies	X		X	X	Multiple Sites	Technical support, maintenance, repairs and parts supplier of the building automation systems (BAS) at various EFFM managed facilities that are proprietary to Airon Group of Companies	Airon Group of Companies is the OEM and proprietary supplier of technical support, maintenance, repair and parts to these BAS systems.	\$10,000.00

Vendor Name	Manufacturer	Distributor	Service/ Parts	Support	Site	Description of Goods/Services Required	Standardization Rationale	2020 Annual Spend
Cimco Refrigeration	X		X	X	(Arenas) Multiple Sites	Technical support, maintenance, repairs and parts supplier of the refrigeration Plant systems (Cimco 5000 & other versions) at various EFFM managed facilities that are proprietary to Cimco Refrigeration Inc.	Cimco Refrigeration limited is the OEM and proprietary supplier of technical support, maintenance, repair, and parts to these operating systems.	\$25,000.00
Carma Industries Inc.	X		X	X	Primarily Farmers' Market Multiple Sites	Technical support, maintenance, repairs and parts supplier of the sub metering hardware for Hamilton Farmers Market electrical metering system that is proprietary to Carma Industries Inc.	Carma Industries is the OEM and proprietary supplier of technical support, maintenance, repair and part for this submetering hardware.	\$10,000.00

Vendor Name	Manufacturer	Distributor	Service/ Parts	Support	Site	Description of Goods/Services Required	Standardization Rationale	2020 Annual Spend
HCE Energy Inc			X		(i) 50 Main Street & (ii) 700 Woodward Ave	Technical Support, maintenance, repairs and parts for two sites (50 Main Street Chiller and Boiler Plant, and 700 Woodward Ave Biogas Processing Unit)	At 50 Main Street (POA Courthouse), continuity is provided as the equipment is part of a larger district energy hub that is also maintained by HCE. At 700 Woodward Ave. the services are required for monitoring and trouble shooting any malfunctions that may occur to maintain maximum uptime of the production of renewable natural gas. Continuity is also important as HCE manages a generator onsite.	\$225,000.00



CITY OF HAMILTON
PUBLIC WORKS DEPARTMENT
 Transit Division

TO:	Chair and Members Public Works Committee
COMMITTEE DATE:	May 17, 2021
SUBJECT/REPORT NO:	Pilot HSR Bus Stop at SW Corner of Rymal and Derby (PW21029) (Ward 6) (Outstanding Business List Item)
WARD(S) AFFECTED:	Ward 6
PREPARED BY:	Jason VanderHeide (905) 546-2424 Ext. 2390
SUBMITTED BY:	Debbie Dalle Vedove Director, Transit Public Works Department
SIGNATURE:	

RECOMMENDATION

- (a) That the bus stop installed on the southwest corner of Rymal at Derby, as an 18-month pilot installation, remain in place and operational until such time that the segment of the Rymal Road East corridor between Upper Gage Avenue and Upper Ottawa Avenue is re-constructed;
- (b) That staff continue to assess the customer use, operational impacts, and safety considerations related to retaining the stop prior to scoping of works for the Rymal Road East corridor re-construction between Upper Gage Avenue and Upper Ottawa Avenue;
- (c) That should the mid-block safety considerations not be addressed within the design of the re-constructed Rymal Road East corridor between Upper Gage Avenue and Upper Ottawa Avenue, and customer usage of the transit stops in the area exhibit no increase and return to but remain at their pre-pandemic levels, and with consideration to the acceptable walking distance to the bus stops in either direction of the pilot stop location, that the stop be permanently removed from service at the time that re-construction of the Rymal Road corridor begins and;

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**SUBJECT: Pilot HSR Bus Stop at SW Corner of Rymal and Derby
(PW21029) (Ward 6) - Page 2 of 5**

- (d) That the matter respecting Pilot HSR Bus Stop Implementations at SW Corner of Rymal and Derby be identified as complete and be removed from the Public Works Committee Outstanding Business List.

EXECUTIVE SUMMARY

At the Public Works Committee meeting on June 17, 2019 staff were directed to implement a transit stop on the southwest corner of Rymal Road East and Derby Street on a pilot basis for an 18-month period beginning in September 2019.

The pilot was to assess and determine the feasibility for installation of a permanent transit stop at the subject location based on criteria inclusive of pedestrian connectivity, accessibility and safety that are in alignment with the City of Hamilton's Vision Zero Action Plan, stop spacing to existing stops, operational impacts, and transit use from the adjacent Broughton neighbourhood based on Automated Passenger Counter data.

Alternatives for Consideration – Not Applicable

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: None

Staffing: None

Legal: None

HISTORICAL BACKGROUND

Prior to 2017 non-accessible transit stops were located at the southwest corner of Rymal Road East and Derby Street, and opposite Derby Street on the north side of Rymal Road East. These stops were removed due to the acceptable standard distance from accessible transit stops at the nearest signalized intersections of Rymal Road East at Upper Gage Avenue and Rymal Road East at Grayrocks Avenue, and in recognition of safety concerns presented by a lack of pedestrian protection for the mid-block crossing of Rymal Road East when travelling to and from transit service at Derby Street.

In August 2018, residents of the Broughton neighbourhood provided the Ward 6 Councillor with a petition requesting that transit stops be re-instituted at the southwest corner of Rymal Road East and Derby Street and opposite Derby Street on the north side of Rymal Road East. The petition suggested that there was a heightened demand for improved access to transit from the neighbourhood and that use of transit would increase in the area should the stops be restored.

**SUBJECT: Pilot HSR Bus Stop at SW Corner of Rymal and Derby
(PW21029) (Ward 6) - Page 3 of 5**

In late August 2018, transit staff consulted with the Ward 6 Councillor about the petition and the request for the re-institution of the transit stops at the subject locations. At the time staff recommended that the stops not be restored but committed to installing a bench at the transit stop located at Rymal Road East and Grayrocks Avenue, the next closest stop at a signalized intersection. Staff, however, did commit to continue to assess the stop activity data in the area as part of the annual service review and re-consider the installation request at Derby Street in 2019.

Throughout the Fall 2018, Winter 2019 and Spring 2019 transit staff monitored the usage of transit stops on either side of the requested location. Staff found that the usage remained stable for each stop in either direction and when looking at the usage of the closest stop at Rymal Road East and Grayrocks Avenue there were no indicators to suggest an increase in demand that would warrant the addition of the restored stops at or opposite Derby Street. Staff also conducted a one-week street audit to observe the volume of traffic travelling along the corridor during am and pm peak periods as well as how many pedestrians were travelling to and from Derby Street to use transit stops in the area. Staff observed high traffic volumes during these periods, particularly in the pm peak, and very low transit use by pedestrians coming from the Broughton neighbourhood. Staff acknowledged the importance of civic engagement and absent a temporary stop, implemented on a trial basis, staff could not assess or substantiate that an increase in transit use in the area would result from the restoration of stops nor could staff substantiate whether operational impacts would result from reducing the spacing between stops along the corridor. A singular temporary stop on one side of Rymal Road East, closest to the residential neighbourhood could provide the opportunity for assessment without compromising pedestrian safety concerns presented by the potential for mid-block crossings of Rymal Road East.

On June 17, 2019 the Ward 6 Councillor presented a motion for the re-institution of one stop, on the southwest corner of Rymal Road East and Derby Street, for an 18-month period.

On September 1, 2019, staff as directed under subsection (a) of the motion, installed a temporary stop to begin the pilot period.

In November 2019, staff as directed under subsections (b) and (c) of the motion, completed the installation of a transit pad and connecting pathway, consistent with those installed on Rymal Road East between Upper Gage Avenue and Upper Ottawa Avenue, at a value of approximately \$7,300.

On March 1, 2021, the 18-month pilot period ended.

**SUBJECT: Pilot HSR Bus Stop at SW Corner of Rymal and Derby
(PW21029) (Ward 6) - Page 4 of 5**

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

None

RELEVANT CONSULTATION

Traffic Operations and Maintenance
Ward 6 Councillor

ANALYSIS AND RATIONALE FOR RECOMMENDATION

Throughout the 18-month pilot period transit staff have monitored transit stop usage data as well as operational data to determine whether there was an increase in transit use or if there were any impacts to schedule adherence by adding the extra stop along the route.

While staff did not find any evidence of operational impacts resulting from the additional stop, and the reduction of stop spacing, they also found that there has been no evidence to support increased demand for transit from the Broughton neighbourhood to warrant the additional stop being placed at the requested location.

Appendix "A" attached to Report PW21029 shows the stop activity before and during the pilot assessment period, and that outside of the COVID period there has been a shift of use from the Grayrocks Avenue stop to the Derby Street stop for only a very select few customers rather than an increase in transit usage as the neighbourhood petition suggested there might be.

As there have been no changes to the physical environment at the intersection of Rymal Road East and Derby Street aside from the added stop pad and connecting sidewalk, the concern over pedestrian safety and crossing of Rymal Road when travelling to and from transit at the mid-block location is still present. The intersection of Rymal Road East at Grayrocks Avenue, 207 meters east of Rymal Road East at Derby Street, continues to remain the safest location for pedestrians travelling to and from transit services to cross Rymal Road.

The stop spacing between the Derby Street stop and the Grayrocks Avenue stop remains at approximately half the standard distance between stops for a local transit service.

Road works on Rymal Road East between Upper Gage Avenue and Upper Ottawa Avenue are planned for design in 2023 and construction in 2025. This will allow additional time for further assessment of the stop usage during which transit ridership can recover and a full assessment of growth at the location can be made.

SUBJECT: **Pilot HSR Bus Stop at SW Corner of Rymal and Derby
(PW21029) (Ward 6) - Page 5 of 5**

ALTERNATIVES FOR CONSIDERATION

None

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Healthy and Safe Communities

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

Built Environment and Infrastructure

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

APPENDICES AND SCHEDULES ATTACHED

Appendix “A” to Report PW21029 – Stop Activity Before and During Pilot Assessment Period


Appendix "A" to Report PW21029
Page 1 of 1

Stop Activity Before and During Pilot Assessment Period

Fall 2018					
UPPER GAGE		DERBY		GRAYROCKS	
Daily Ons	Daily Offs	Daily Ons	Daily Offs	Daily Ons	Daily Offs
64	40	0	0	14	17
Winter 2019					
UPPER GAGE		DERBY		GRAYROCKS	
Daily Ons	Daily Offs	Daily Ons	Daily Offs	Daily Ons	Daily Offs
52	34	0	0	9	16
Spring 2019					
UPPER GAGE		DERBY		GRAYROCKS	
Daily Ons	Daily Offs	Daily Ons	Daily Offs	Daily Ons	Daily Offs
67	36	0	0	12	17
Summer 2019					
UPPER GAGE		DERBY		GRAYROCKS	
Daily Ons	Daily Offs	Daily Ons	Daily Offs	Daily Ons	Daily Offs
47	31	0	0	11	15
Fall 2019					
UPPER GAGE		DERBY		GRAYROCKS	
Daily Ons	Daily Offs	Daily Ons	Daily Offs	Daily Ons	Daily Offs
85	48	3	3	8	17
Winter 2020 - Pre COVID					
UPPER GAGE		DERBY		GRAYROCKS	
Daily Ons	Daily Offs	Daily Ons	Daily Offs	Daily Ons	Daily Offs
78	47	6	6	8	15
Fall 2020 - COVID (Red)					
UPPER GAGE		DERBY		GRAYROCKS	
Daily Ons	Daily Offs	Daily Ons	Daily Offs	Daily Ons	Daily Offs
48	29	4	2	5	6



CITY OF HAMILTON
PUBLIC WORKS DEPARTMENT
Environmental Services Division

TO:	Chair and Members Public Works Committee
COMMITTEE DATE:	May 3, 2021
SUBJECT/REPORT NO:	Award of Request for Proposal C11-46-20, Management and Processing of the City of Hamilton's Green Cart Material (PW21026) (City Wide) (Outstanding Business List Item)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Joel McCormick (905) 546-2424 Ext. 4770
SUBMITTED BY:	Craig Murdoch Director, Environmental Services Public Works Department
SIGNATURE:	

RECOMMENDATIONS

- (a) That Harbourside Organix Inc. be selected as the Successful Proponent for Project A (Operations and Maintenance of the Central Composting Facility) of Request for Proposals Contract C11-46-20, Management and Processing of the City of Hamilton's Green Cart Material;
- (b) That the General Manager of Public Works be authorized and directed to finalize the terms and conditions of the Contract with Harbourside Organix Inc., in accordance with the provisions of Request for Proposals Contract C11-46-20;
- (c) That the Mayor and City Clerk be authorized and directed to execute the Contract with Harbourside Organix Inc. and any ancillary documents for Contract C11-46-20 with content acceptable to the General Manager of Public Works and in a form acceptable to the City Solicitor; and,
- (d) That Outstanding Business List Item respecting the Operations and Maintenance of the Central Composting Facility, be identified as completed and removed from the Public Works Outstanding Business List.

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: Award of Request for Proposal C11-46-20, Management and Processing of the City of Hamilton's Green Cart Material (PW21026) (City Wide) - Page 2 of 12

EXECUTIVE SUMMARY

The current contract for the operation and maintenance of the Central Composting Facility (CCF) is set to expire June 27, 2021. As a result, staff initiated the development of Request for Proposals (RFP) C11-46-20, Management and Processing of the City of Hamilton's Green Cart Material, which was initially released May 25, 2020, then subsequently released November 10, 2020 and closed on January 4, 2021.

The RFP is for a five-year operation and maintenance contract starting June 28, 2021 and expiring on June 30, 2026. This contract also includes two optional, one-year extensions at the sole discretion of the City of Hamilton (City), bringing the total potential contract term to seven years.

The RFP contained two separate scopes of work:

- Project A: Operation and Maintenance of the Central Composting Facility; and,
- Project B: Operation and Maintenance of the CCF as an Organic Transfer Facility with Offsite Processing of Organic Waste.

The scope of work for Project A maintains the current level of operation and maintenance of the CCF while Project B utilizes a third-party facility for the processing of Source Separated Organics (SSO) collected through the Green Bin program, while converting and operating the CCF into an Organic Transfer Facility (OTF).

The RFP was also developed to allow for the submission of an in-house proposal with the potential to transfer the operation and maintenance of the CCF from a contracted service to an in-house service.

Four proposals were received upon closing of the RFP, two proposals for Project A and two proposals for Project B:

- Project A Proposals: In-house Submission Team and Harbourside Organix Inc., which is owned and operated by AIM Environmental Group: and,
- Project B Proposals: StormFisher Environmental and Walker Environmental Group

Following the technical evaluation of the proposals, it was determined that proposals for Project A from the In-house Submission Team and Harbourside Organix Inc. passed the technical evaluation and proceeded to the financial evaluation while both proposals submitted for Project B, StormFisher Environmental and Walker Environmental Group did not meet the minimum score associated with the technical evaluation and therefore, did not proceed to the next step of the evaluation.

SUBJECT: Award of Request for Proposal C11-46-20, Management and Processing of the City of Hamilton's Green Cart Material (PW21026) (City Wide) - Page 3 of 12

Following the financial analysis of the proposals from the In-house Submission Team and Harbourside Organix Inc. and following the completion of a risk assessment conducted between the two options, it is recommended that RFP C11-46-20 be awarded to Harbourside Organix Inc. for Project A, Operation and Maintenance of the Central Composting Facility.

Harbourside Organix Inc. has been in operation since 1989 and has been operating and maintaining the City's CCF since 2006, under the name of AIM Environmental Group. Harbourside Organix Inc. has vast experience in developing and operating composting facilities similar to the CCF for municipalities in Ontario and across the country.

Alternatives for Consideration – See Page 10

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: With the award of RFP C11-46-20, the annual operating cost will be approximately \$3.168M per year which is within the 2021 approved budget.

Table 1 outlines the annual contract price received in response to the RFP for both Harbourside Organix Inc. and the In-house Submission Team's proposal.

Table 1

	Harbourside Organix Inc.	In-House Submission Team
Annual Proposal Price	\$ 3,167,836.47	\$ 3,541,571.15

The current 2021 Tax Operating Budget for this work is \$3.209M. Therefore, the bid is approximately \$40K or 1.3% less than the approved budget as outlined in Table 2.

Table 2

	Harbourside Organix Inc.
Annual Proposal Price	\$ 3,167,836.47
2021 Operating Budget	\$ 3,209,210.00
2021 Budget Decrease	-\$ 40,373.53
% 2021 Budget Decrease	-1.3%

With the award of RFP C11-46-20, the five-year operating budget forecast for this contract is approximately \$17.03M based on an estimated annual escalation factor of 2% and estimated tonnage growth as identified in the

SUBJECT: Award of Request for Proposal C11-46-20, Management and Processing of the City of Hamilton's Green Cart Material (PW21026) (City Wide) - Page 4 of 12

RFP. This is approximately \$2.01M less than the five-year operating budget forecast for the In-house Submission Team at \$19.04M.

When developing the 2021 operating budget, staff anticipated an increase based on other recent waste RFPs that demonstrated increased cost. Because of this, staff increased the 2021 operating budget by approximately \$900K or 39% when compared to the approved 2020 operations budget for this work.

Since the current operation and maintenance contract for the CCF is set to expire on June 27, 2021, the estimated 2021 operating cost for this service will be based on the first six months of the year under the current contract and the last six months of the year under the new contract. Therefore, the estimated 2021 operating budget for the operation and maintenance of the CCF will be approximately \$2.95M. This represents an annualized decrease of \$260K or 8.6% compared to the 2020 operating budget and will be forecasted as a favourable variance during 2021.

As a result of the 2021 operating budget being higher than the new contract award, the annualized impact of \$260K will not result in a budget pressure in 2022 since the budget is already sufficient. The impact to the 2022 operating budget will be based on annual escalation and growth factors that will form part of the 2022 budget process.

The RFP also provided proponents with the option to supply to the City a cost savings attributed to the ownership of the environmental attributes (Green House Gas Credits) associated with the processing of SSO at the CCF. Further details and analysis can be found in the Alternatives for Consideration.

Staffing: There are no staffing implications related to the recommendation in Report PW21026.

Legal: Legal Services staff assisted with the RFP preparation and evaluation process and will be involved in the preparation and execution of the contract with the Successful Proponent.

SUBJECT: Award of Request for Proposal C11-46-20, Management and Processing of the City of Hamilton's Green Cart Material (PW21026) (City Wide) - Page 5 of 12

HISTORICAL BACKGROUND

The current operation and maintenance contract for the CCF commenced in June 2006 and is set to expire June 27, 2021. At the April 3rd, 2019 Public Works Committee (PWC) meeting, staff were directed to do the following:

- Issue an RFP for the operation and maintenance of the CCF;
- Establish an in-house bid team to prepare and submit a bid to the RFP with the potential to transfer the service from a contracted provider to an in-house service;
- Conduct a risk assessment of contracted operation and maintenance vs. in-house operation and maintenance; and,
- Report back to PWC with recommendations based on the risk assessment results and both in-house and external bids received.

Prior to the development of the RFP and in response to Council direction for staff to submit an in-house proposal to the RFP, staff established two teams. The first team being the RFP Development Team whose responsibility was to create the RFP and complete the procurement process, and the second team being the In-house Submission Team whose responsibility was to develop and submit a proposal in response to the RFP.

Procurement Policy #22 – In-House Bid Submissions, guided staff through the in-house bid submission process including implementing boundaries to maintain the integrity and fairness of the RFP development and procurement process. In addition, the RFP Development Team employed the services of a fairness monitor to oversee the procurement process from start to finish. The role of the fairness monitor was to ensure that the process was conducted in a fair, open and transparent manner for all potential proponents and to also ensure that there are no biases towards or against the in-house submission.

In preparation for the expiry of the current contract and with direction received from Council, staff released RFP C11-09-20 on May 25, 2020 for the operation and maintenance of the CCF.

Shortly following the release of RFP C11-09-20, staff received an inquiry from a proponent asking the City to consider allowing alternative bids to process City SSO at a third-party off-site processing facility while using the CCF as a transfer facility instead of a processing facility. Following this inquiry, a motion was brought forward to the June 17, 2020 PWC meeting seeking direction to cancel RFP C11-09-20 with the intent to modify and reissue the RFP with an additional processing option.

SUBJECT: Award of Request for Proposal C11-46-20, Management and Processing of the City of Hamilton's Green Cart Material (PW21026) (City Wide) - Page 6 of 12

This motion was passed at the City Council meeting on June 24, 2020. RFP C11-09-20 was subsequently cancelled, modified and reissued with the following two options:

- Accepting SSO at the City's CCF and processing SSO into compost that meets the provincial compost quality standards. This option continues to see the CCF being used as a processing facility; and,
- Accepting SSO at the City's CCF, consolidate and transfer the SSO to a third-party processing facility that will process it into a product with beneficial end use. This option would see the CCF being converted to an Organics Transfer Facility (OTF).

The intent of cancelling RFP C11-09-20 and reissuing with a second option for third-party off-site processing was to provide staff and Council additional options to consider when awarding the next contract for the processing of City SSO. The modified RFP also allowed proponents to submit a proposal for either of the options listed above or both.

Following Council approval of the motion, staff cancelled RFP C11-09-20 and modified the RFP to include the two options. RFP C11-46-20 was released on November 10, 2020 and closed January 4, 2021.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

Solid Waste Management Master Plan (SWMMP) – 2020 Update

- The development of RFP C11-46-20, Management and Processing of the City of Hamilton's Green Cart Material supports the City's SWMMP guiding principles.

Solid Waste Management By-law 20-221:

- Solid Waste Management By-law 20-221 regulates the requirements for waste management programs.

Procurement Policy – By-law 17-164

- The Request for Proposals was issued in accordance with the City's Procurement Policy. By-law 107-064 and more specifically Section 4.5.4, Policy #5.4 Request for Proposals and Policy #22 – In-House Bid Submissions.

SUBJECT: Award of Request for Proposal C11-46-20, Management and Processing of the City of Hamilton's Green Cart Material (PW21026) (City Wide) - Page 7 of 12

RELEVANT CONSULTATION

The recommendations in Report PW21026 were prepared in consultation with staff from the Corporate Services Department including:

- Financial Services and Taxation Division (Procurement Section);
- Legal and Risk Management Services Division (Legal Services Section); and,
- Financial Planning, Administration and Policy Division (Finance and Administration Section).

The Waste Management Advisory Committee was also consulted and informed during this process.

ANALYSIS AND RATIONALE FOR RECOMMENDATION(S)

RFP Overview

The scope of work for RFP C11-46-20 included the following:

- Project A: Operation and Maintenance of the Central Composting Facility; and,
- Project B: Operation and Maintenance of the CCF as an Organic Transfer Facility with Offsite Processing of Organic Waste.

Staff were also directed to establish an in-house bid team to prepare and submit a proposal to the RFP with the potential to transfer the operation and maintenance of the CCF from a contracted service provider to an in-house service.

The RFP included a three-step evaluation process with the first step being the review of the proponents' technical submission, the second step being the financial evaluation and the third step determining the total evaluation score. The proponent with the highest total evaluation score, which is determined by a 75/25 split between the technical and financial submission is recommended as the preferred proponent. The recommendation of the preferred proponent also took into consideration the results of a risk assessment that compared contracted operation and maintenance of the CCF verses in-house operation and maintenance.

The technical submissions were scored based on the evaluation criteria outlined in the RFP, which included the company's capabilities, their operating details including labour and equipment to be used for the contract, and proposed work plan to undertake the services. Proponents were required to meet a minimum score on their technical submission before they could proceed to the second step.

SUBJECT: Award of Request for Proposal C11-46-20, Management and Processing of the City of Hamilton's Green Cart Material (PW21026) (City Wide) - Page 8 of 12

The City received four proposals upon close of the RFP, one from the In-house Submission Team for Project A, one from Harbourside Organix Inc. for Project A, one from StormFisher Environmental for Project B and one from Walker Environmental for Project B. Overall, 11 companies picked up the RFP. The City was notified by two of the 11 companies the reasons why a proposal to the RFP was not submitted. Those reasons include:

- Unable to provide a competitive proposal; and,
- Conditions and timing.

Following the review of each proponent's technical submission, both the In-house Submission Team and Harbourside Organix Inc. met the minimum score and proceeded to the financial evaluation. Following the financial evaluation, both proposals were deemed compliant and the total evaluation score for each proposal were determined. The Successful Proponent recommended for award with the highest total evaluation score out of 100 points is Harbourside Organix Inc. with a total of 87 points, in comparison to the In-house Submission team who scored 83 points.

Risk Assessment

Staff were directed to complete a risk assessment of contracted operation and maintenance of the CCF (Contracted Service) versus in-house operation and maintenance of the CCF (In-house Service). The risk assessment was incorporated into the overall analysis to determine the recommended Successful Proponent for RFP C11-46-20. To complete this work, staff engaged a consulting company with experts on risk analysis.

The first step of the risk assessment was for staff to identify, log and score risks associated with both options. A three-factor scoring system based on the Failure Modes and Effects Analysis (FMEA) was applied to each identified risk, which took into consideration the following:

- Severity of the risk;
- Likelihood of the risk occurring; and,
- Detectability of the risk.

The identified risks for each option including the associated scores were then categorised into one of six criteria:

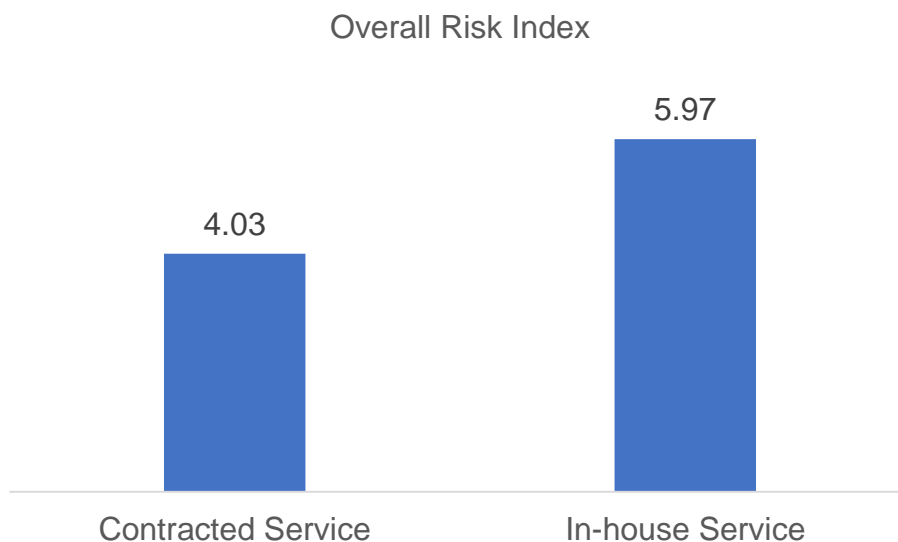
- Financial;
- Regulatory;
- Environmental;

SUBJECT: Award of Request for Proposal C11-46-20, Management and Processing of the City of Hamilton's Green Cart Material (PW21026) (City Wide) - Page 9 of 12

- Public Perception;
- Internal City Management Effort; and,
- CCF Performance.

A Multi-Criteria Decision Support System (MCDSS) was then utilized to integrate the scores for the identified risks with the categorization of the risks across the six criteria. The resulting output is an overall risk index for each option within a range of 0-10, with a higher index indicating a higher relative risk, and a lower index indicated a lower relative risk.

The results of the risk assessment are as follows:



The results of the risk assessment indicate that Contracted Service carries the least risk associated with operation and maintenance of the CCF with an overall risk index of 4.03 when compared to In-house Service for the operation and maintenance of the CCF at a risk index of 5.97.

Recommended Successful Proponent

Based on the evaluation of the proposals received and the risk assessment analysis, it is recommended that Project A, under RFP C11-46-20, Management and Processing of the City of Hamilton's Green Cart Material be awarded to Harbourside Organix Inc. Harbourside Organix Inc. is the existing contractor for the operation and maintenance of the CCF (Aim Environmental Group) for the City which will also result in a seamless transition from the current contract to the future contract.

SUBJECT: Award of Request for Proposal C11-46-20, Management and Processing of the City of Hamilton's Green Cart Material (PW21026) (City Wide) - Page 10 of 12

ALTERNATIVES FOR CONSIDERATION

Should Council not wish to approve the recommendations as outlined Report PW21026, the following alternatives are provided for consideration:

Option 1: To award the RFP to the In-house Submission Team.

Financial: With the award of RFP C11-46-20 to the In-house Submission Team, the annual operating cost will be approximately \$3.542M per year.

Table 4 outlines the annual contract price received in response to the RFP for both Harbourside Organix Inc. and the In-house Submission Team's proposal.

Table 4

	Harbourside Organix Inc.	In-house Submission Team
Annual Proposal Price	\$ 3,167,836.47	\$ 3,541,571.15

The In-house Submission Team's annual cost is approximately \$374K more when compared to Harbourside Organix Inc.

The current 2021 Preliminary Tax Operating Budget for this work is \$3.209M. This represents an increase of approximately \$333K or 10.4% over the approved operating budget. Details are outlined in Table 5.

Table 5

	In-House Submission Team
Annual Proposal Price	\$ 3,541,571.15
2021 Operating Budget	\$ 3,209,210.00
2021 Budget Increase	\$ 332,361.15
% 2021 Budget Increase	10.4%

The five-year operating budget forecast for this contract if awarded to the In-house Submission Team is approximately \$19.04M based on an estimated annual escalation factor of 2% and estimated tonnage growth as identified in the RFP. This is approximately \$2.01M more than the five-year operating budget forecast for the Harbourside Organix Inc. proposal at \$17.03M.

From a budget perspective, since the current operation and maintenance contract for the CCF is set to expire on June 27, 2021, the estimated operating cost for 2021 for this service will be based on the first six months of

SUBJECT: Award of Request for Proposal C11-46-20, Management and Processing of the City of Hamilton's Green Cart Material (PW21026) (City Wide) - Page 11 of 12

the year under the current contract and the last six months of the year under the new contract. Therefore, the estimated 2021 operating budget for the operation and maintenance of the CCF if awarded to the In-house Submission Team will be approximately \$3.14M. This represents an annualized decrease of \$70K or 2.2% compared to the 2021 operating budget and will be forecasted as a favourable variance during 2021.

As a result of the 2021 operating budget being lower than the contract price provided by the In-house Submission Team, a budget pressure in 2022 of approximately \$332K will be expected. The impact to the 2022 operating budget will be based on annual escalation and growth factors that will form part of the 2022 budget process if the In-house bid is selected for the contract.

Staffing: If Council chooses to award RFP C11-46-20 to the In-house Submission Team, an additional 12 Full Time Employees (FTEs) will be required in order to complete the work as outlined in the RFP. The costs associated with the FTEs is incorporated into the overall proposal's cost outlined in the Financial Implications under the Alternatives for Consideration.

Legal: Legal Services staff assisted with the RFP preparation and evaluation process and will be involved in the preparation and execution of the contract with the Successful Proponent.

Risk Assessment

The details of the risk assessment completed in response to this RFP can be found in the Analysis and Rationale for Recommendation(s) section.

Due to both the cost and associated risks with operating and maintaining the CCF in-house, it is not recommended that Council approve this alternative.

Option 2: Environmental Attributes

The RFP provided proponents with the option to purchase the environmental attributes associated with the processing of SSO and operations of the CCF. Regarding the operations of the CCF and processing of SSO into compost, the environmental attributes are Green House Gas (GHG) credits. The purchase of the environmental attributes by the contractor would provide additional revenue to the City.

The In-house Submission Team was not able to provide a cost to purchase the environmental attributes due to the City owning the environmental attributes as outlined

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in the RFP, but if RFP C11-46-20 is awarded to the In-house Submission Team, it is possible for the City to go through the process of verifying the environmental attributes and sell for market value at the time of sale. At this time, further investigation would be needed to determine the process for validation and marketability of the credits by the City.

Harbourside Organix Inc. identified in their proposal an annual revenue of approximately \$73K paid to the City in exchange for the ownership of the environmental attributes credited to the operations of the CCF. If Council approves this alternative, the City would not retain ownership of the environmental attributes. With the environmental attributes not being retained by the City, this would not assist the City in reaching its environmental or climate change goals.

With the current operation and maintenance contract for the CCF, the City does not retain ownership of the environmental attributes, instead the environmental attributes are owned by the contractor.

Financial: If Council accepts this alternative for consideration, then the City would receive approximately \$73K annually from Harbourside Organix Inc. for the transfer of ownership of the environmental attributes from the City. This would equate to a total of \$365K in revenues for the City for the term of the five-year contract.

Staffing: There are no staffing implications.

Legal: There are no legal implications.

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Clean and Green

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

Our People and Performance

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

APPENDICES AND SCHEDULES ATTACHED

Not applicable.

11.1

CITY OF HAMILTON

MOTION

Public Works Committee: May 17, 2021

MOVED BY COUNCILLOR M. PEARSON.....

SECONDED BY COUNCILLOR

Speed Limit Reduction on North Service Road between Fruitland Road and Dewitt Road, Hamilton (Ward 10) (REVISED)

WHEREAS, the current speed limit of the North Service Road is 60 km/h;

WHEREAS, a new condo development has been completed on the east side of the North Service Road in the area of Lakeview Drive; and,

WHEREAS, the developer is installing a Pedestrian Crossover to assist in facilitating the crossing of pedestrians to Bayview Park and there are concerns with vehicle speed and pedestrian safety;

THEREFORE, BE IT RESOLVED:

That Transportation Operations and Maintenance staff be directed to reduce the speed limit on the North Service Road between Fruitland Road and approximately 350 meters east of Dewitt Road, to 40 km/h.

11.2

CITY OF HAMILTON

MOTION

Public Works Committee: May 17, 2021

MOVED BY COUNCILLOR N. NANN.....

SECONDED BY COUNCILLOR

Installation of Traffic Calming Measures at Various Locations throughout the Westdale and Ainsle Wood Neighbourhoods (Ward 1)

WHEREAS, Transportation Operations and Maintenance completed a Neighbourhood review and public consultation to address issues raised by residents related to roadway safety; and,

WHEREAS, a final implementation report was completed outlining the installation of various measures to improve roadway safety within these neighbourhoods;

THEREFORE, BE IT RESOLVED:

- (a) That Transportation Operations and Maintenance staff be authorized and directed to install traffic calming measures on the following roadways as part of the 2021 Traffic Calming program, at a cost not to exceed \$60,000, to be funded from the Ward 1 Area Rating Capital Reinvestment Discretionary Fund (3301909100):
 - (i) Rifle Range Road, from Iona Avenue to Whitney Avenue, Hamilton (2 speed cushions);
 - (ii) Glenmount Avenue, from Kingsmount Street South to Leland Street, Hamilton (2 speed cushions);
 - (iii) Cline Avenue South, from Arkell Street to Barclay Street West, Hamilton (1 speed cushion);
 - (iv) Longwood Road North, between Franklin Avenue and Glen Road, Hamilton (3 speed cushions);
 - (v) Emerson Street and Rifle Range Road, Hamilton (2 permanent Dynamic Speed Signs);

**Motion respecting Installation of Traffic Calming Measures at Various Locations
throughout the Westdale and Ainsle Wood Neighbourhoods (Ward 1)**

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- (b) That Transportation Operations and Maintenance staff be authorized and directed to finalize the two bumpout designs, in consultation with Landscape Architect Services, on Sanders Boulevard at Cottrill Street and Hollywood Street North, Hamilton, and construct in 2022 at a total cost not to exceed \$40,000, to be funded from the Ward 1 Area Rating Capital Reinvestment Discretionary Fund (3301909100);
- (c) That Transportation Operations and Maintenance staff be authorized and directed to retain a consultant to undertake a feasibility study and complete technical designs for the installation of a raised intersection at King Street West and Haddon Avenue North, Hamilton, at a cost not to exceed \$150,000, to be funded from the Ward 1 Area Rating Capital Reinvestment Discretionary Fund (3301909100); and,
- (d) 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.

11.3

CITY OF HAMILTON

MOTION

Public Works Committee: May 17, 2021

MOVED BY COUNCILLOR C. COLLINS.....

SECONDED BY COUNCILLOR T. JACKSON.....

Summit Park Pathway Connection (Ward 9)

WHEREAS, Summit Park, located at 215 Pinehill Drive, is an active community park in Ward 9 with pathways that promote active transportation and recreation for residents;

WHEREAS, access to this Park from the south east corner has an incomplete pathway connection to Geranium Avenue; and,

WHEREAS, the installation of a pathway extension from the existing park loop to the Geranium Avenue connection will support accessibility and active transportation;

THEREFORE, BE IT RESOLVED:

- (a) That \$10,000 be allocated from the Ward 9 – Capital Infrastructure Account #108059, to implement the installation of a new asphalt pathway connection at the south east corner of Summit Park, located at 215 Pinehill Drive, connecting to Geranium Avenue; and,
- (b) That the Mayor and City Clerk be authorized and directed to execute any required agreement(s) and ancillary documents, with such terms and conditions in a form satisfactory to the City Solicitor.

11.4

CITY OF HAMILTON

MOTION

Public Works Committee: May 17, 2021

MOVED BY COUNCILLOR J.P. DANKO.....

SECONDED BY COUNCILLOR

Glenside Pathway Pedestrian Lighting Improvements (Ward 1)

WHEREAS, a pathway exists, connecting Glenside Avenue to Aberdeen Avenue through the north area of Chedoke Golf Course;

WHEREAS, this is an active community connection in Ward 1, that promotes active transportation through the community; and,

WHEREAS, this pathway is not currently lit, and residents would benefit with the addition of pedestrian pathway lighting;

THEREFORE, BE IT RESOLVED:

- (a) That \$132,000 be allocated from the Ward 1 Capital Reinvestment Discretionary Account to implement new pedestrian lighting on the path that connects Glenside Avenue to Aberdeen Avenue;
- (b) That \$2,500 for the annual cost of electricity and maintenance to implement new pedestrian lighting on the path that connects Glenside Avenue to Aberdeen Avenue be added to the Parks and Cemeteries Section’s 2022 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.

CITY OF HAMILTON

MOTION

Public Works Committee: May 17, 2021

MOVED BY COUNCILLOR T. JACKSON.....

SECONDED BY COUNCILLOR

Installation of Traffic Calming Measures on Broker Drive, between Upper Ottawa Street and Mountain Brow Boulevard, Hamilton (Ward 6)

WHEREAS, residents of the Huntington and Kings Forest Drive communities are requesting the installation of speed cushions along Broker Drive to address roadway safety concerns as a result of speeding, cut-through traffic; and,

WHEREAS, there is an elementary school, City Community Recreation Center, two Parks and the multi-use recreational Mountain Brow Blvd. trail resulting in many residents walking/cycling to these neighbourhood generators;

THEREFORE, BE IT RESOLVED:

- (a) That Transportation Operations and Maintenance staff be authorized and directed to install traffic calming measures on Broker Drive, between Upper Ottawa Street and Mountain Brow Boulevard (6 speed cushions), as part of the 2021 Traffic Calming program (Fall Application);
- (b) That all costs associated with the installation of traffic calming measures on Broker Drive, between Upper Ottawa Street and Mountain Brow Boulevard, be funded from the Ward 6 Minor Maintenance Account (4031911606) at an upset limit, including contingency, not to exceed \$36,000; 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.

Added Item 12.1

CITY OF HAMILTON

NOTICE OF MOTION

Public Works Committee: May 17, 2021

MOVED BY COUNCILLOR E. PAULS.....

Victoria Park Improvements (Ward 1)

WHEREAS, the existing playground structure located within Victoria Park, 500 King Street West, can be enhanced with additional play equipment, including accessibility improvements;

WHEREAS, in March 2021, the online Engage Hamilton survey tool was used to gather resident feedback to determine community interest in feasible play equipment features; and,

WHEREAS, these community amenities are valuable recreation opportunities for children, youth and families within the Strathcona neighbourhood;

THEREFORE, BE IT RESOLVED:

- (a) That additional play equipment, including accessibility equipment, be added to the existing play structure located in Victoria Park, at an approximate cost of \$65,000 to be funded from the Ward 1 Capital Infrastructure Reserve #108051, be approved; and,
- (b) That the General Manager of Public Works, or their designate, 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.