



**City of Hamilton**  
**PUBLIC WORKS COMMITTEE REVISED**

**Meeting #:** 21-017  
**Date:** November 15, 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

Carrie McIntosh, Legislative Coordinator (905) 546-2424 ext. 2729

**Pages**

**1. CEREMONIAL ACTIVITIES**

**2. APPROVAL OF AGENDA**

(Added Items, if applicable, will be noted with \*)

**3. DECLARATIONS OF INTEREST**

**4. APPROVAL OF MINUTES OF PREVIOUS MEETING**

4.1 November 1, 2021

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**6. DELEGATION REQUESTS**

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**12. NOTICES OF MOTION****13. GENERAL INFORMATION / OTHER BUSINESS**

## 13.1 Amendments to the Outstanding Business List

## 13.1.a Items Considered Complete and Needing to be Removed:

## 13.1.a.a Sidewalk Snow Clearing

Addressed as Item 10.1 on today's agenda - Report  
PW19022(d)

Item on OBL: ABT

## 13.1.b Items Requiring a New Due Date:

13.1.b.a Roadway Safety Measures on Aberdeen Avenue  
from Queen Street to Longwood Road

Item on OBL: AZ

Current Due Date: November 15, 2021

Proposed New Due Date: February 14, 2022

13.1.b.b Municipal Class Environmental Assessment and  
Conceptual Design of Ancaster Elevated Water  
Reservoir

Item on OBL: AAP

Current Due Date: November 15, 2021

Proposed New Due Date: January 31, 2022

## 13.1.b.c Stormwater Gap Evaluation

Item on OBL: ABM

Current Due Date: November 15, 2021

Proposed New Due Date: December 6, 2021

13.1.b.d Correspondence from the Town of Fort Erie  
requesting support for their resolution insupport of  
the Township of The Archipelago respecting Road  
Management Action on Invasive Phragmites

Item on OBL: ABU

Current Due Date: November 15, 2021

Proposed New Due Date: Q2 2022

14. PRIVATE AND CONFIDENTIAL

15. ADJOURNMENT



**PUBLIC WORKS COMMITTEE  
MINUTES 21-016**

1:30 p.m.

Monday, November 1, 2021

Council Chambers

Hamilton City Hall

71 Main Street West

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

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

**1. Hamilton Water Leak Detection Program (PW21063) (City Wide) (Item 8.1)**

**(Danko/Farr)**

That Report PW21063, Hamilton Water Leak Detection Program, be received.

**Result: Motion CARRIED by a vote of 9 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 6 Councillor Tom Jackson  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 10 Councillor Maria Pearson  
NOT PRESENT - Ward 12 Councillor Lloyd Ferguson  
YES - Chair - Ward 13 Councillor Arlene VanderBeek  
YES - Ward 14 Councillor Terry Whitehead

**2. Update to Hamilton's Solid Waste Collection Design Guidelines for Developments (PW21061) (City Wide) (Item 8.2)**

**(Ferguson/Danko)**

That Appendix "A" attached to Report PW21061 respecting the City of Hamilton Waste Requirements for Design of New Developments and Collection be approved.

**Result: Motion CARRIED by a vote of 8 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 6 Councillor Tom Jackson  
 NOT PRESENT - 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  
 YES - Ward 14 Councillor Terry Whitehead

**3. Proposed Permanent Closure of a Portion of Kelly Street, Hamilton (PW21060) (Ward 2) (Item 10.1)**

**(Farr/Jackson)**

- (a) That the application of the City of Hamilton's Landscape Architectural Services Section, to permanently close a portion of Kelly Street, Hamilton ("Subject Lands"), as shown in Appendix "A" attached to Report PW21060, be approved, subject to the following conditions:
- (i) That the City Solicitor be authorized and directed to prepare all necessary by-laws to permanently close the highway, for enactment by Council;
  - (ii) That the City Solicitor be authorized and directed to register a certified copy of the by-law(s) permanently closing the highway in the proper land registry office;
  - (iii) That the City Solicitor be authorized to amend and waive such terms as they consider reasonable to give effect to this authorization and direction;
  - (iv) That the Public Works Department publish any required notice of the City's intention to pass the by-laws pursuant to the City of Hamilton Sale of Land Policy By-law 14-204;
  - (v) That the applicant be fully responsible for the deposit of a reference plan in the proper land registry office, and that said plan be prepared by an Ontario Land Surveyor to the satisfaction of the Manager, Geomatics and Corridor Management Section, and that the applicant also deposit a reproducible copy of said plan with the Manager, Geomatics and Corridor Management Section.

**Result: Motion CARRIED by a vote of 7 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 6 Councillor Tom Jackson  
 NOT PRESENT - Ward 7 Councillor Esther Pauls  
 YES - Ward 8 Councillor John-Paul Danko  
 NOT PRESENT - Ward 10 Councillor Maria Pearson  
 YES - Ward 12 Councillor Lloyd Ferguson  
 YES - Chair - Ward 13 Councillor Arlene VanderBeek  
 YES - Ward 14 Councillor Terry Whitehead

**4. Garner Road Pumping Station (HD018) Upgrades (PW21062) (Ward 12)  
(Item 10.2)**

**(Ferguson/Whitehead)**

- (a) That the single source procurement, pursuant to Procurement Policy #11 – Non-Competitive Procurements, for additional consultancy services including project management, contract administration during construction, site inspection and commissioning/warranty services for the Garner Road Pumping Station (HD018) upgrades, at the upset limit of \$750,000 be awarded to R.V. Anderson and Associates and funded from Project ID No. 5141667421; and,
- (b) That the General Manager of Public Works, or their designate, be authorized and directed to negotiate, enter into and execute a contract and any ancillary documents required to give effect thereto with R.V. Anderson and Associates in a form satisfactory to the City of Hamilton Solicitor.

**Result: Motion CARRIED by a vote of 7 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 6 Councillor Tom Jackson  
 NOT PRESENT - Ward 7 Councillor Esther Pauls  
 YES - Ward 8 Councillor John-Paul Danko  
 NOT PRESENT - Ward 10 Councillor Maria Pearson  
 YES - Ward 12 Councillor Lloyd Ferguson  
 YES - Chair - Ward 13 Councillor Arlene VanderBeek  
 YES - Ward 14 Councillor Terry Whitehead

**5. Truck Route Master Plan Proposal (Hamilton Cycling Committee - Citizen Committee Report) (Item 10.3)**

**(Nann/Farr)**

***That the recommendations from the Hamilton Cycling Committee - Citizen Committee Report respecting Truck Route Master Plan Proposal be referred to staff to review and assess their feasibility for consideration of integration by the Truck Route Sub Committee.***

That the City of Hamilton amend the Truck Route Master Plan draft proposal to avoid routes on the Cycling Master Plan, pedestrian oriented areas, unnecessary secondary detour routes, including the entire Downtown Secondary Plan Area and the future BLAST network, and maintain truck routes mostly to highways including the Highway 403, the QEW, Lincoln Alexander Parkway, Red Hill Valley Parkway, arterials with as few residential properties as possible, and Burlington Street.

In particular non-local truck routes should not follow:

- All daytime only routes within the urban boundary; and,
- Rymal Road, between Highway 6 and Upper Centennial Parkway.

**Result: Main Motion, As Amended, CARRIED by a vote of 8 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 6 Councillor Tom Jackson  
 NOT PRESENT - 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  
 YES - Ward 14 Councillor Terry Whitehead

**6. Public Information Portal to Track Environmental Issues on City of Hamilton Projects (City Wide) (Item 11.1)**

**(Farr/Nann)**

WHEREAS, there is growing public interest to better track environmental issues which include public remediation projects conducted by the City of Hamilton,

WHEREAS, especially in older parts of the City and particularly north of Cannon Street, the historical industrial and light industrial uses, in many cases, have long since been built upon in eras where environmental standards were not as robust, and,

WHEREAS, of late, Council has made great strides in reporting regularly on environmental information on locally owned assets such as Chedoke Creek and Storm Water Overflow;

THEREFORE, BE IT RESOLVED:

That the appropriate staff from Public Works be requested to report back on the feasibility of a regularly updated one-stop easy access public information portal that would track environmental issues on City of Hamilton projects, including the need for remediation, clean-up, or ground-water diversion infrastructure (or whatever else staff feels can be reported).



**Result: Motion CARRIED by a vote of 8 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 6 Councillor Tom Jackson  
 NOT PRESENT - 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  
 YES - Ward 14 Councillor Terry Whitehead

**7. Removal of Birch Tree at 102 Cumming Court, Ancaster (Ward 12) (Added Item 11.2 )**

**(Ferguson/Jackson)**

WHEREAS, the home at 102 Cumming Court will be demolished and rebuilt;

WHEREAS, the owner would like to remove a mature birch tree that is partially on City property at 102 Cumming Court;

WHEREAS, the birch tree is old and decayed on one side and the current location of the tree is in the way of the new proposed driveway;

WHEREAS, the property owner will replace the tree to be removed with another large caliber mature tree; and,

WHEREAS, the owner has agreed to remove the birch tree at their own expense and replace the tree at their own expense;

THEREFORE, BE IT RESOLVED:

- (a) That staff be directed to permit the owner to remove the tree at 102 Cumming Court and replace it with a new birch tree; and,
- (b) That Building Division of the Planning and Economic Development Department, be advised.

**Result: Motion CARRIED by a vote of 8 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 6 Councillor Tom Jackson  
 NOT PRESENT - 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  
 YES - 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:

**6. DELEGATION REQUESTS**

6.1 Delegation Requests respecting Item 8.2 - Update to Hamilton's Solid Waste Collection Design Guidelines for Developments (PW21061) (City Wide) (for today's meeting):

6.1(d) Matt Johnson, Urban Solutions Planning and Land Development

**12. NOTICES OF MOTION**

12.1 Removal of Birch Tree at 102 Cumming Court, Ancaster (Ward 12)

12.2 Addressing Traffic Speed and Volume on Harbourfront Drive

12.3 Environmentally Sustainable Solutions for Food Trucks at Bayfront (and other) Park(s)

12.4 Road Safety Audit of the Intersection of Barton Street East and Wellington Street North

**(Nann/Pearson)**

That the agenda for the November 1, 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 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  
 YES - Ward 14 Councillor Terry Whitehead

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

Councillor Merulla declared an interest to Item 9.4, Delegation from Matt Johnson UrbanSolutions Planning and Land Development, respecting Item 8.2 Update to Hamilton's Solid Waste Collection Design Guidelines for Development, as Matt Johnson is the Planning consultant for a property he and his wife are developing.

**(c) APPROVAL OF MINUTES OF THE PREVIOUS MEETING (Item 4)****(i) October 18, 2021 (Item 4.1)****(Pauls/Ferguson)**

That the Minutes of the October 18, 2021 meeting of the Public Works Committee be approved, as presented.

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

YES - Ward 2 Councillor Jason Farr  
 YES - Vice Chair - Ward 3 Councillor Nrinder Nann  
 YES - Ward 4 Councillor Sam Merulla  
 YES - Ward 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  
 YES - Ward 14 Councillor Terry Whitehead

**(d) DELEGATION REQUESTS (Item 6)****(Pearson/Danko)**

(a) That the following delegation requests, respecting Item 8.2 - Update to Hamilton's Solid Waste Collection Design Guidelines for Developments (PW21061) (City Wide), be approved for today's meeting:

- (i) Brian Page and Tim Corcoran, Molok North America Ltd. (Item 6.1(a))
- (ii) Mike Collins-Williams, West End Home Builders' Association (Item 6.1(b))
- (iii) Graham McNally, Toms + McNally Design (Item 6.1(c))
- (iv) Matt Johnson, Urban Solutions Planning and Land Development (Added Item 6.1(d))

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

YES - Ward 2 Councillor Jason Farr  
 YES - Vice Chair - Ward 3 Councillor Nrinder Nann  
 YES - Ward 4 Councillor Sam Merulla  
 YES - Ward 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  
 YES - Ward 14 Councillor Terry Whitehead

**(e) CONSENT ITEMS (Item 7)****(i) Various Advisory Committee Minutes (Item 7.1)****(Whitehead/Farr)**

That the following Consent Items be received:

- (i) Hamilton Cycling Committee Minutes – September 1, 2021 (Item 7.1(a))
- (ii) Keep Hamilton Clean and Green Advisory Committee Minutes – September 21, 2021 (Item 7.1(b))

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

YES - Ward 2 Councillor Jason Farr  
 YES - Vice Chair - Ward 3 Councillor Nrinder Nann  
 YES - Ward 4 Councillor Sam Merulla  
 YES - Ward 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  
 YES - Ward 14 Councillor Terry Whitehead

**(f) STAFF PRESENTATIONS (Item 8)****(i) Hamilton Water Leak Detection Program (PW21063) (City Wide) (Item 8.1)**

Dave Alberton, Manager of Public Works, addressed Committee respecting Report PW21063, Hamilton Water Leak Detection Program, with the aid of a presentation.

**(Pearson/Whitehead)**

That the presentation, respecting Report PW21063, Hamilton Water Leak Detection Program, be received.

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

YES - Ward 2 Councillor Jason Farr  
 YES - Vice Chair - Ward 3 Councillor Nrinder Nann  
 YES - Ward 4 Councillor Sam Merulla  
 YES - Ward 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  
 YES - Ward 14 Councillor Terry Whitehead

For further disposition of this matter, refer to Item 1.

**(ii) Update to Hamilton's Solid Waste Collection Design Guidelines for Developments (PW21061) (City Wide) (Item 8.2)**

Ryan Kent, Waste Planning Program Coordinator, addressed the Committee respecting Report PW21061, Update to Hamilton's Solid Waste Collection Design Guidelines for Developments, with the aid of a presentation.

**(Pauls/Pearson)**

That the presentation respecting Report PW21061, Update to Hamilton's Solid Waste Collection Design Guidelines for Developments, be received.

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

YES - Ward 2 Councillor Jason Farr  
 YES - Vice Chair - Ward 3 Councillor Nrinder Nann  
 YES - Ward 4 Councillor Sam Merulla  
 YES - Ward 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  
 YES - Ward 14 Councillor Terry Whitehead

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

**(g) PUBLIC HEARINGS/DELEGATIONS (Item 9)**

**(i) Update to Hamilton's Solid Waste Collection Design Guidelines for Developments (PW21061) (City Wide) (Item 9.1)**

**(Pearson/Whitehead)**

That the following delegations, be received and referred to the consideration of Item 8.2.

- (i) Brian Page and Tim Corcoran, Molok North America Ltd.
- (ii) Mike Collins-Williams, West End Home Builders' Association
- (iii) Graham McNally, Hamilton/Burlington Society of Architects

(iv) Matt Johnson, UrbanSolutions Planning and Land Development

**Result: Motion CARRIED by a vote of 9-0, 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 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  
 YES - Ward 14 Councillor Terry Whitehead

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

**(h) DISCUSSION ITEMS (Item 10)**

**(i) Truck Route Master Plan Proposal (Hamilton Cycling Committee - Citizen Committee Report) (Item 10.3)**

**(Nann/Farr)**

That the City of Hamilton amend the Truck Route Master Plan draft proposal to avoid routes on the Cycling Master Plan, pedestrian oriented areas, unnecessary secondary detour routes, including the entire Downtown Secondary Plan Area and the future BLAST network, and maintain truck routes mostly to highways including the Highway 403, the QEW, Lincoln Alexander Parkway, Red Hill Valley Parkway, arterials with as few residential properties as possible, and Burlington Street.

In particular non-local truck routes should not follow:

- All daytime only routes within the urban boundary; and,
- Rymal Road, between Highway 6 and Upper Centennial Parkway.

**(Nann/Farr)**

***That the recommendations from the Hamilton Cycling Committee - Citizen Committee Report respecting Truck Route Master Plan Proposal be referred to staff to review and assess their feasibility for consideration of integration by the Truck Route Sub Committee.***

**Result: Amendment CARRIED by a vote of 8 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 6 Councillor Tom Jackson  
 NOT PRESENT - 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  
 YES - Ward 14 Councillor Terry Whitehead

For further disposition of this matter, refer to Item 5.

**(i) NOTICES OF MOTION**

**(i) Removal of Birch Tree at 102 Cumming Court, Ancaster (Ward 12)  
(Added Item 12.1)**

**(Ferguson/Jackson)**

That the Rules of Order be waived to allow for the introduction of a Motion respecting the Removal of Birch Tree at 102 Cumming Court, Ancaster (Ward 12).

**Result: Motion CARRIED by a 2/3 vote of 8 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 6 Councillor Tom Jackson  
 NOT PRESENT - 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  
 YES - Ward 14 Councillor Terry Whitehead

For further disposition of this matter, refer to Item 7.

Councillor Farr introduced the following Notice of Motion:

**(ii) Addressing Traffic Speed and Volume on Harbourfront Drive (Ward 2)  
(Added Item 12.2)**

WHEREAS, the enjoyment of Bayfront Park by residents across the City has noticeably increased during COVID which has resulted in an increased demand for parking despite Council's dedication to and implementation of dedicated cycling infrastructure and pedestrian trails to this destination; and,

WHEREAS, residents have expressed concerns that auto traffic on the winding Harbourfront Drive (descending into and out of the main park area) is increasing in both volume and speeds with the 20km limit increasingly not adhered to;

THEREFORE, BE IT RESOLVED:

- (a) That staff from Hamilton Street Railway be requested to explore expanding bus service into the lower park and report back to Public Works before the end of Q2, 2022; and,
- (b) That Transportation Operations be requested to explore options using a Vision Zero lens on Harbourfront Drive with the objective of further enabling appropriate vehicle speed limit compliance and enhancing the safety and comfort of vulnerable road users and report back in Q1, 2022.

Councillor Farr introduced the following Notice of Motion:

**(iii) Environmentally Sustainable Solutions for Food Truck sat Bayfront (and other) Park(s) (Ward 2) (Added Item 12.3)**

WHEREAS, the food trucks providing food to visitors at Bayfront and other Parks use gas generators to provide their electricity, consistently emitting CO<sub>2</sub> and fine particulates into the surrounding neighbourhood;

THEREFORE, BE IT RESOLVED:

That the appropriate staff be requested to explore the feasibility of installing electrical outlets (or other measures) for the food trucks to utilize to eliminate or greatly reduce CO<sub>2</sub> emissions and fine particulates into neighbouring areas and report back in Q1, 2022.

Councillor Nann introduced the following Notice of Motion:

**(iv) Road Safety Audit of the Intersection of Barton Street East and Wellington Street North (Ward 3) (Added Item 12.4)**

WHEREAS, in 2019 Council approved the Strategic Road Safety Program and Vision Zero Action Plan aiming to create the conditions for zero fatalities and serious injuries due to collisions;

WHEREAS, the evaluation component of the Vision Zero Action Plan includes identifying the root causes behind traffic related injuries and fatalities;

WHEREAS, the roadways abutting the Hamilton General Hospital, inclusive of Barton Street East and Wellington Street North, are designated Community Safety Zones;

WHEREAS, enhancements were undertaken in 2020 including the installation of ladder crosswalk pavement markings, pedestrian count-down timers and bump-outs as approved as part of Report PW20079 – Hamilton General Hospital Safety Zone; and,



WHEREAS, on October 28, 2021, a resident on a mobility scooter was struck and killed in the intersection at Barton Street East and Wellington Street North;

THEREFORE, BE IT RESOLVED:

That Transportation Operations and Maintenance undertake a roadway safety audit, based on Vision Zero principals, of the intersection of Barton Street East and Wellington Street North to assess potential safety enhancements and report back to Public Works Committee by the end of Q2, 2022.

**(j) PRIVATE AND CONFIDENTIAL (Item 14)**

**(i) Closed Session Minutes – October 18, 2021**

**(Pearson/Jackson)**

That the Closed Session Minutes of the October 18, 2021 meeting of the Public Works Committee be approved, as presented, and remain confidential.

**Result: Motion CARRIED by a vote of 8 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 6 Councillor Tom Jackson  
 NOT PRESENT - 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  
 YES - Ward 14 Councillor Terry Whitehead

**(k) ADJOURNMENT (Item 15)**

**(Pearson/Whitehead)**

That there being no further business, the Public Works Committee be adjourned at 5:32 p.m.

**Result: Motion CARRIED by a vote of 8 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 6 Councillor Tom Jackson  
 NOT PRESENT - Ward 7 Councillor Esther Pauls  
 YES - Ward 8 Councillor John-Paul Danko  
 YES - Ward 10 Councillor Maria Pearson

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YES - Ward 12 Councillor Lloyd Ferguson  
YES - Chair - Ward 13 Councillor Arlene VanderBeek  
YES - Ward 14 Councillor Terry Whitehead

Respectfully submitted,

Councillor A. VanderBeek Chair,  
Public Works Committee

Carrie McIntosh  
Legislative Coordinator  
Office of the City Clerk

## 6.1(a)

### Request to Speak to Committee of Council

Submitted on Thursday, November 11, 2021 - 10:11 am

**==Committee Requested==**

**Committee:** Public Works Committee

**==Requestor Information==**

**Name of Individual:** Karl Andrus

**Name of Organization:** HCBN

**Contact Number:** [REDACTED]

**Email Address:** karlandrus@hcbn.ca

**Mailing Address:**

[REDACTED]

**Reason(s) for delegation request:** Snow clearing

**Will you be requesting funds from the City?** No

**Will you be submitting a formal presentation?** No

## 6.1(b)

### Request to Speak to Committee of Council

Submitted on Thursday, November 11, 2021 - 11:20am

==Committee Requested==

**Committee:** Public Works Committee

==Requestor Information==

**Name of Individual:** Laura Cattari

**Name of Organization:** Hamilton Roundtable for Poverty Reduction

**Contact Number:** [REDACTED]

**Email Address:** laura@hamiltonpoverty.ca

**Mailing Address:**

100 Main St East,  
Suite 203,  
Hamilton, ON  
L8N 3W4

**Reason(s) for delegation request:** Speaking in support of item 10.1 Sidewalk Snow Clearing (PW19022(d)).

**Will you be requesting funds from the City?** No

**Will you be submitting a formal presentation?** No

## 6.1(c)

### Request to Speak to Committee of Council

Submitted on Thursday, November 11, 2021 - 12:30 pm

==Committee Requested==

**Committee:** Public Works Committee

==Requestor Information==

**Name of Individual:** Ian Borsuk

**Name of Organization:** Environment Hamilton

**Contact Number:** [REDACTED]

**Email Address:** [iborsuk@environmenthamilton.org](mailto:iborsuk@environmenthamilton.org)

**Mailing Address:**

51 Stuart Street


**Reason(s) for delegation request:** I would like to delegate to the November 15th Public Works Committee meeting regarding item 10.1 - Sidewalk Snow Clearing.

**Will you be requesting funds from the City?** No

**Will you be submitting a formal presentation?** No



## INFORMATION REPORT

<b>TO:</b>	Chair and Members Public Works Committee
<b>COMMITTEE DATE:</b>	November 15, 2021
<b>SUBJECT/REPORT NO:</b>	Ancaster Village Heritage Community Requesting Community Safety Zone (PW21065) (Ward 12) <b>(Outstanding Business List Item)</b>
<b>WARD(S) AFFECTED:</b>	Ward 12
<b>PREPARED BY:</b>	Eleni Dekaneas (905) 546-2424 Ext. 4106 Ryan Krantz (905) 546-2424 Ext. 5663 Peter Locs (905) 546-2424 Ext. 6015
<b>SUBMITTED BY:</b>	Mike Field Acting Director, Transportation Operations & Maintenance Public Works Department
<b>SIGNATURE:</b>	

### COUNCIL DIRECTION

At Council on August 21, 2020 under Item 4.14, it was motioned that Transportation, Operations & Maintenance report back to the Public Works Committee regarding the designation of a community safety zone within the Ancaster Village Heritage Community.

### INFORMATION

The Ancaster Village Heritage Community (AVHC) brought forward a request to designate the Maywood neighbourhood a Community Safety Zone (CSZ) in order to deter cut-through traffic within the Maywood neighbourhood which is bounded by Wilson Street East, Church Street, Lodor Street, Academy Street, and Rousseaux Street. Part of AVHC's request for the CSZ was to raise driver awareness that they are entering a residential neighbourhood.

In order to designate a CSZ, the Council approved selection guideline (PW20045) is utilized to rank candidate locations against criteria including risk exposure, collision activity, and built environment. The final ranking must achieve a minimum of 25 points in

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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: Ancaster Village Heritage Community Requesting Community Safety Zone (PW21065) (Ward 12) – Page 2 of 2**

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order to be designated as a CSZ. The score is then further utilized to prioritize CSZ implementation throughout the City.

Transportation, Operations & Maintenance reviewed the Maywood neighbourhood utilizing the CSZ selection guideline to assess the local roadways within and in combination with a five-year collision analysis (2015-2020). Scores assigned to each road ranged between 12 and 18 points. These scores do not meet the minimum requirement of 25 points, and it is not recommended to designate the Maywood Neighbourhood as a CSZ.

In consideration of the AVHC's request for the CSZ was in part to raise driver awareness and that drivers are entering a residential neighbourhood, the Maywood neighbourhood is a part of the City of Hamilton's Bill 65 Neighbourhood Speed Limit Reduction Implementation (PW19058), scheduled for implementation in 2022. The speed limit reduction initiative reduces roadway speed limits within neighbourhoods to 40 km/h and 30 km/h in designated school zones. This is achieved by installing gateway feature signage on both sides of roadways entering neighbourhoods to advise roadway users they are entering/exiting a 40 km/h area.

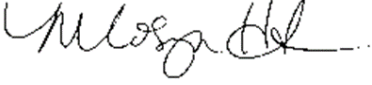
While the Neighbourhood Speed Limit Reduction project differs from the AVHC's original request for a CSZ, it is anticipated to impact driver behaviour in ways consistent with the intent of their request. Transportation, Operations & Maintenance will monitor the safe use of roadways within the Maywood neighbourhood, particularly after speed reductions are completed, and determine if any further enhancements are required.

**APPENDICES AND SCHEDULES ATTACHED**

N/A



# INFORMATION REPORT

<b>TO:</b>	Chair and Members Public Works Committee
<b>COMMITTEE DATE:</b>	November 15, 2021
<b>SUBJECT/REPORT NO:</b>	HSR Ridership Recovery and Growth Strategy (PW21067) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Maureen Cosyn Heath (905) 546-2424 Ext. 1860
<b>SUBMITTED BY:</b>	Maureen Cosyn Heath Director, Transit Public Works Department
<b>SIGNATURE:</b>	

## COUNCIL DIRECTION

N/A

## INFORMATION

Background:

The purpose of this report is to inform Council of the current state of Hamilton Street Railway's (HSR) ridership and the HSR's strategic response to the current conditions as it strives to recover and grow ridership in the immediate and longer-term.

### *The COVID-19 Pandemic and Public Transit*

The COVID-19 pandemic has impacted ridership for transit agencies world-wide since the pandemic began in March 2020. By April of 2020, the Canadian Urban Transit Association (CUTA) cited that some transit agencies were reporting an 80% decrease in ridership. In April of 2020, HSR's ridership was 26% of the year prior.

Although ridership levels plummeted, transit service continued throughout the pandemic, highlighting the vital role transit plays during times of crisis. While residents avoided non-essential travel and followed stay at home orders, transit provided a stable service that helped essential workers, such as healthcare providers, manufacturing,

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**SUBJECT: HSR Ridership Recovery and Growth Strategy (PW21067) (City Wide)**  
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food industry workers and grocery clerks get to work. Unquestionably, the greater community benefited from those who carried on their vital work.

Nationwide, monthly ridership levels have been dependent upon the emergency measures enacted by the respective provincial government. As the economy re-opens and restrictions continue to relax, ridership levels are increasing, although pre-pandemic levels of ridership have not yet been restored.

In July 2021, Statistics Canada released a report that showed monthly national ridership roughly doubled in volume from 25.7 to 49.3 million transit passenger trips between April 2020 to May 2021. In September of 2021, CUTA reported that national ridership improved from its record low of 20% pre-COVID levels in April 2020 to 40% of pre-COVID levels in March 2021, while Canada was in the midst of the pandemic's third wave, with many areas still in lockdown. Promisingly, in September of 2021, HSR surpassed 1 million riders for the first time since the pandemic began.

#### Transit's International and National Ridership Recovery Response

At the start of 2021, an international poll of transit agencies conducted by Optibus revealed that nearly two-thirds of executives cited ridership recovery as their primary concern. The topic spurred industry discussions, webinars, and planning sessions as transit agencies rallied to respond to the pandemic.

Transit agencies spent most of 2020 implementing provincial guidelines, public health measures, and input from emergency response tables to establish safety protocols, most of which remain in place. With protections in place, attention turned to rebuilding customer confidence in transit.

National customer research released in April of 2021 revealed that 19% of riders were hesitant to return to public transit; however, there is a positive trend in that the hesitant segment continues to decline. Over a six-month period, the segment decreased by 17 percentage points from 36% to 19%. Furthermore, a North American statistic on customer confidence released in September 2021 estimates that the hesitant segment has further reduced to 11%, meaning actions taken to ensure confidence are having the desired effect.

At the same time, the pandemic has influenced challenged historical societal constructs, from changing how and where people work, to heightened awareness of income disparity, affordable housing, and the climate emergency. For transit, these recent shifts present both issues to overcome and new opportunities to grow ridership.

In response to the above, and to support the common transit sector goal of recovering ridership loss arising from COVID-19, CUTA provided members with a recovery

**SUBJECT: HSR Ridership Recovery and Growth Strategy (PW21067) (City Wide)**  
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marketing campaign framework in June of 2021, focused on three phases: *Safety* (COVID 19 specific); *Welcome Back*; and the *Benefits of Transit*. The timing between phases is expected to vary among agencies based on local conditions. Further, Ontario Public Transit Association (OPTA) is collecting and sharing the local ridership campaigns developed by agencies in Ontario, and in its most recent newsletter, cited HSR's own Ready to Ride campaign, which is discussed further in this report.

While transit agencies recover ridership and municipalities continue to invest in transit, continued advocacy for investment in capital and certainty for operating costs remain ongoing. Both CUTA and OPTA continue to lobby higher levels of government for continued support.

OPTA recently held a series of government advocacy meetings with MPP's and published *Keeping Transit Running* as an information piece attached as Appendix "A" to Report PW21067. This call to action outlines: an anticipated \$260 million loss of funding to transit systems in Ontario stemming from a drop in farebox revenue; the impact of fewer people driving on the gas tax as a funding source; and potential claw backs if deadlines are not met under the Safe Restart Agreement.

#### HSR's Current State: Ridership and Revenue

Subsequent to report PW21056, further information became available regarding ridership and revenue leading to an updated forecast of the ridership and revenue variance for 2021. The year-to-date reporting period of January – September reflects ridership is at 42% of pre-COVID levels, or 6.6 million riders.

HSR forecasts that ridership among the general public will return to Transit through the end of the year at a rate of 60% of pre-COVID levels. However, as university and college ridership are statistically significant, and as they have remained virtual for the fall semester, overall ridership will only reach 44% of pre-covid levels.

Annual ridership is expected to remain below pre-COVID levels for both 2021 and 2022. Forecasted ridership is 9.5 million rides for 2021, and 18 million rides for 2022, which represent 44% and 83% respectively of pre-COVID levels reported in 2019.

Budgeted revenue for 2021 was \$47.2 million, with current year-to-date revenue at \$17.7 million (January – September), which is 54% of pre-COVID levels in 2019. The estimated revenue is forecasted to reach \$26.6 million, or 56% of budget, with an estimated revenue shortfall at \$20.6 million. The 2021 revenue shortfall will be covered through the federal and provincial Safe Restart program.

Although HSR is performing below budgeted levels, it is imperative to maintain service hours, and continue to invest in transit, for these simultaneous actions bolster much-

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needed economic recovery, support essential workers, fuel economic growth and maintain social inclusion.

### Beyond COVID 19: HSR's Ridership Recovery and Growth Strategy

HSR is committed to both recovering ridership to pre-pandemic levels in the short-term, and growing ridership, as it positions transit as a key tool for city-building supporting economic growth, equity, diversity and social inclusion, cultural vibrancy and environmental balance.

There are four main elements to HSR's Ridership Recovery and Growth Strategy:

- (i) information-based marketing campaign;
- (ii) fare incentive programs;
- (iii) transforming the HSR through (Re)envision; and
- (iv) (iv) continuing to invest in transit through the 10-year Local Transit Strategy.

#### (i) HSR's Ridership Recovery and Growth Marketing Campaign

HSR adapted the national CUTA framework based on local conditions in Hamilton. Throughout the pandemic, HSR implemented and communicated extensive safety measures such as reduced seating capacity, operator shields, mandatory masks, visual cues, and frequent cleaning. As a result, the first two phases of the CUTA framework were combined to both reiterate safety and welcome back riders such as students (with the return of in-person schooling), and some expansion in local economic, social, and cultural activities.

The HSR Ridership Recovery marketing campaign includes safety and welcome back messaging built around the theme of "Ready to Ride" and also focuses on the benefits of transit. HSR's Ready to Ride campaign launched on September 20, 2021 and includes: (a) a seven-point plan for safety (see Figure 1 below); and (b) welcome back messaging that supports customer confidence.

**SUBJECT: HSR Ridership Recovery and Growth Strategy (PW21067) (City Wide)**  
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Figure 1 – HSR’s Seven Point Plan for Safety



The Ready to Ride Campaign includes advertising on buses and at key bus shelters, newspaper ads in the Hamilton Spectator, digital ads, and social media. The marketing expenses (incurred before December 31, 2021) in the Ready to Ride campaign are eligible expenses under the Federal / Provincial Safe Restart Funding program.

Future campaigns will be launched based on further re-opening of economic, social, and cultural activities. The goal will be to attract new customers and campaigns will target youth, students, seniors, persons with disabilities, non-digitals, newcomers, employers, and community organizations.

In addition, the benefits of transit will heavily complement the work that is underway within Hamilton’s (Re)envision the HSR project, which was already reinventing transit’s narrative in Hamilton based on extensive community and staff collaboration.

(ii) HRS’s Fare Incentive Programs

Recommendation Report (PW21056) from October 2021 outlined three temporary fare revenue programs that aim to stimulate ridership, all of which were approved by Council on October 13, 2021. These temporary programs decreased the number of rides to qualify for free transit on a weekly pass, made transit free for children aged 6-12 using a PRESTO card during the 18-month pilot, and will provide free trial rides in November and December of 2021 on the former conventional Route 18 Waterdown in support of the on-demand transit pilot.

(iii) HSR’s Transformation Plan - (Re)envision the HSR

The (Re)envision the HSR project launched in 2019 and its purpose is twofold: transform the customer experience; and reconfigure the transit network. The project is based on broad stakeholder engagement, strives to grow ridership and, most importantly, positions transit as a first choice.

**SUBJECT: HSR Ridership Recovery and Growth Strategy (PW21067) (City Wide)**  
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Predating the pandemic, engagement included a wide-ranging survey of almost 6,000 customers and residents, attendance at over 50 community events and neighbourhood meetings, meetings with dozens of community stakeholders, and digital consultation with hundreds of participants on the My HSR public engagement website.

When the City of Hamilton paused all in-person public engagement efforts, the majority of HSR engagement events in 2020 were cancelled. Despite the challenge, engagement shifted to virtual activities, and engagement plans were updated, including a migration from the My HSR public engagement website to the City's engage platform.

The network reconfiguration portion of the (Re)envision project is being led by McMaster University's Department of Civil Engineering in collaboration with HSR's planning staff. The work is based on numerous inputs, including community engagement, insights from a staff survey, assessing the travel behaviour of Hamiltonians, system performance and reliability assessments, route analysis and rationalization, and regional connectivity and a quantitative robustness scoring.

The network reconfiguration project timeline has been delayed due to the pandemic, as well as shifts in direction regarding higher order transit options. The most recent iteration of the network redesign was based on BRT on both the B-Line and the A-Line. The signing of the Memorandum of Understanding with Metrolinx on September 22, 2021 provides clear direction that LRT will move forward for HSR's B-Line, which makes further reconfiguration a necessary bi-product of the decision. Staff will resume network redesign work in Q4 2021, factoring in the LRT, and anticipate providing Council a project update in Q2 of 2022.

The network reconfiguration project is funded under the Public Transit Infrastructure Fund program, which had previously extended timelines for project completion to July 2021. Due to the ongoing pandemic, timelines for project completion have extended a second time to December 2022.

(Re)envision the HSR is transforming how HSR approaches work and responds to strategic opportunities. The culture shift towards innovativeness, including experimentation, collaboration, and voice of customer, has already started within HSR. Appendix "B" attached to Report PW21067 provides an update for the (Re)envision project, including its Guiding Principles, recent and key activities, and next steps that showcase some of the existing innovative projects currently underway.

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(iv) City of Hamilton's 10-Year Local Transit Strategy

The 10-Year Local Transit Strategy was approved by Council in 2015 and supports the City of Hamilton's Transportation Master Plan that seeks an appropriate balance between different transportation modes.

The 2018 Council-approved Transportation Master Plan established an aspirational mode share target of 12% for public transit by 2031. The most recent Transportation Tomorrow Survey identified the current transit mode share is 7%.

To meet the 12% public transit mode share target by 2031, continued investments in transit are necessary to increase existing capacity and:

- fix identified deficiencies in the system
- implement the Council-approved service standards
- address the continued growth, both population and in key business areas
- increase modal split by developing and implementing the BLAST network
- improve customer amenities

Continued investment in transit will ensure a stable service, with improved frequency and reliability, is available as customers return to transit over the coming months.

Importantly, the network reconfiguration within (Re)envision the HSR will inform how transit will invest the funds approved by Council in the 10-Year Local Transit Strategy, as well as identify where additional funding may be required to build a transit system that is supportive of Hamilton's future growth.

## CONCLUSION

COVID-19 demonstrated how critical transit service is to the economic, social, cultural and environmental well-being of a city. Transit supports economic growth, employment and education sectors, culture and tourism, climate change, and promotes healthy and safe communities. By providing accessible and affordable mobility to all residents throughout the City of Hamilton, transit increases equity and the freedom to move.

HSR's Ridership Recovery and Growth Strategy is a necessary response to the pandemic: it honours a national effort to increase ridership, stimulates ridership through fare incentives, compliments (Re)envision the HSR and integrates the HSR's 10-Year Local Transit Strategy. The combined approach will help increase ridership and help make transit Hamiltonians' first choice.

**SUBJECT: HSR Ridership Recovery and Growth Strategy (PW21067) (City Wide)**  
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**APPENDICES AND SCHEDULES ATTACHED**

Appendix "A" to Report PW21067 – Keeping Transit Running, Ontario Public Transit Association, Fall 2021

Appendix "B" to Report PW21067 – (Re)envision Project Update: Guiding Principles and Key Activities



# KEEPING PUBLIC TRANSIT RUNNING

Every day, more than one million Ontarians rely on public transit. They're going to work or school, supporting our economic recovery. They're seniors or people living with disabilities taking essential trips or seeing family or friends. People of every income take public transit, including many who can't afford to drive.

Unless the significant operating support provided by the Ontario and federal governments last year is extended, service cuts are almost inevitable. That won't help our economy reopen, will make our cities more congested, and make employment and education inaccessible to too many Ontarians.



# WHY PUBLIC TRANSIT NEEDS ONGOING SUPPORT



Before Covid, 55% of the costs of running public transit were covered by fares but ridership is less than half what it was.

Before the pandemic, 55% of the cost of operating public transit in Ontario was covered by fares. In Toronto, fares covered almost two-thirds of operating costs—the highest ratio in North America. But ridership is now less than half pre-Covid levels, and for every 10% drop in ridership Ontario transit systems lose \$245 million in revenue. Last year’s Safe Restart Agreement largely filled this gap, but funds are running out. If they’re not extended, service cuts are likely.

Transit systems’ finances are further impaired in two other ways. Some funds allocated through the Safe Restart Agreement had very specific timeframes. If unused during these periods, they were clawed back, resulting in almost 10% of the \$2.15 billion in restart funds being lost. In addition, because fewer people drove during the pandemic, gas tax revenues flowing to transit systems are forecast to drop by almost a quarter in 2022.

**-\$260 million**

Combined impact of lost restart funds and lower gas tax funding

## HOW TO KEEP PUBLIC TRANSIT RUNNING

Public transit urgently needs extended operating support. In the United States, federal support was extended through 2024. OPTA has no preferred mechanism for how this may happen. Returning unused allocations is one option. A second Safe Restart Agreement, ideally with federal support, is another which could also offset lower gas tax revenues.



The Ontario Public Transit Association is grateful for the significant financial support the province provided during the pandemic. We also acknowledge Premier Ford’s and Minister Mulroney’s leadership in ensuring transit was included in the Safe Restart Agreement.

To keep transit running, we will need more support—and with our partners in the Canadian Urban Transit Association would be most willing to add our voices to yours in calling for extended federal support.

## **(Re)envision’s Guiding Principles and Key Activities Update (Re)envision Guiding Principles and Action Planning**

**Update October 2021**

(Re)envision the HSR has been underway since 2019, and while the pandemic altered programmatic processes, the important work continued once appropriate adjustments to formats could be made.

### **1. Guiding Principles:**

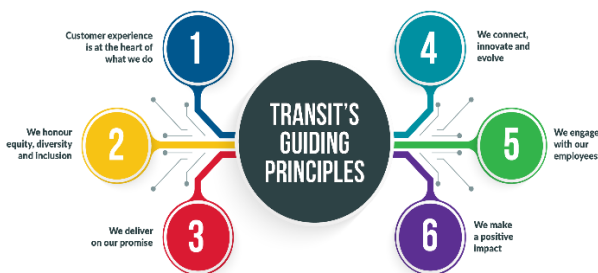
One of the most important tasks has been the development of 6 Guiding Principles that will shape the way transit is delivered in the City of Hamilton. The guiding principles were first made public in Information Report (PW20005(a)) in January 2020 and are listed below:

- Customer experience is at the heart of what we do
- We honour equity, diversity and inclusion
- We deliver on our promise
- We connect, innovate and evolve
- We engage with employees to improve customer experience
- We make a positive impact on communities, environment, and economy

Engagement activities were both digital, using the City’s corporate digital engagement platform and virtual, holding virtual meetings with dozens of community stakeholders and key divisions in the City such as Economic Development, Transportation Planning, and Transportation Operations and Maintenance Planning.

Digital engagement on the Guiding Principles revealed that the majority of responses (80%) were positive and described them as “excellent”, “thoughtful”, “inclusive”, “progress”, “foundational”, and “ambitious”. The 20% of responses that were critical included descriptors such as “not enough”, “unfocussed” and “vague”. Virtual engagement meetings with both internal and external stakeholders also revealed a high level of support, and that stakeholders are keen to hear about more detailed action plans.

Arising from these engagement activities, the Guiding Principles have been substantially validated, and will now form the foundation for action planning activities that are underway. Action plans will be shared in January 2022 as part of Transit Day.



**Appendix “B” To Report PW21067**  
**Page 2 of 3**

As part of (Re)envision, there has been a focus on innovation and new ideas. The next section highlights some of these projects that are currently underway as a result of (Re)envision.

**2. HSR myRide (one-year pilot in Waterdown)**

The HSR myRide on-demand pilot launched in Waterdown on September 7, 2021 and was developed to test the feasibility of using advancing technologies as a potential solution to issues and opportunities identified through (Re)envision community input. Business stakeholders in Waterdown identified needs not met on existing conventional fixed route transit. HSR myRide places the customer experience at the heart of project. One of the goals of the project is to improve the customer experience through more direct trips, quicker journeys and shorter wait times.

The launch of the initiative included visits to over 60 business and community stakeholders in Waterdown, letters to 300 organizations, and an education bus for the first week that drove the former Route 18 Waterdown in order to ease the transition for customers. HSR myRide ambassadors assisted 60 customers in Waterdown by sharing news of the new service and demonstrating the app’s functionality. Enhanced customer service call taker training included booking rides for those who do not have smartphones or digital access to the app.

During HSR myRide’s first 21 operating days, 613 customers registered for the service and 360 customers tried the service at least once. Of the 360 customers who used the service, 65% have become repeat customers, requesting an average of six trips. More than 500 in-app reviews were received in September, with a 76% approval rating.

In addition, key metrics are trending positively including: an increased coverage area; improved on time performance; shortened customer travel times and trip lengths; reductions in total kilometers driven, hours operated, resources required (FTE and fleet), and service cost.

Staff will provide Council with a further update on Transit day with the findings from the first four months of operations. In addition, a recommendation report will be presented to Council in Q2 2022.

**3. Pole-bench Pilot**

Commencing in April 2021, pole and bench combinations were installed at existing stop locations throughout the city which meet the criteria of not having enough space for conventional benches. Customers will be able to test and provide further feedback on one of the 36 locations over the coming months.

The pole-bench pilot project was developed as an experimental solution to issues and opportunities identified through (Re)envision community input. Specifically, customers identified that comfort and amenities at bus stops are important factors when choosing to use transit services. Based on this feedback, and to improve the customer experience at existing bus stops where conventional benches cannot be installed due to a lack of space, HSR is pilot-testing a prototype combination of a bus stop pole and a bench for customer seating.

Feedback on the pilot is collected through a formal survey, accessed by QR codes located at the pilot stops, with 110 responses already received. The feedback will help evaluate the pilot

**Appendix “B” To Report PW21067**  
**Page 3 of 3**

and ensures the voice of the customer is captured and assessed. The project has also featured social media engagement, with more than 500 interactions so far.

#### **4. Travel Log Program**

A travel log tracks the daily travel patterns of a customer over time, including where they board, disembark and transfer. A more robust understanding of how a customer uses the system provides better datasets for decision making and route planning. To conduct a travel log project, individuals are recruited to voluntarily participate in either a digital or printed travel log study. The information collected improves understanding of customer trips, transfers, and other travel observations.

HSR’s first travel log study took place in June 2021 and thirty-two customers were recruited for a two to four-week period. The study revealed that for every fare paid, 1.2 rides are taken within the two-hour transfer window. A larger study will begin in November 2021 to confirm the transfer ratio. Once validated, the ratio will be applied to more accurately calculate HSR’s ridership, noting that use of a transfer is not currently computed in ridership calculations.

Travel log findings are an important aspect of understanding the customer journey. HSR will periodically repeat these studies, no less than three times per year, to monitor changing travel patterns during the recovery from the pandemic.

#### **5. What’s Next: Future Engagement and Voice of Customer Activities**

(Re)envision provides a platform for internal and external stakeholders by giving an ongoing voice to customers. (Re)envision also identifies or amplifies strategic and collaborative opportunities that will ultimately grow ridership and strengthen the city’s overall sustainability. HSR is already embedding customer feedback and outreach activities into key projects.

Engagement activities will target key audiences including youth, students, seniors, persons with disabilities, non-digitals, newcomers, employers, and community organizations. Examples of planned activities include pop-up events at key locations (e.g.: terminals and major transit stops), educational events and field studies.

In addition to embedding the voice of customer into key projects, HSR is piloting a customer satisfaction survey project, conducting program surveys, developing a customer panel, and planning engagement activities to support the reconfiguration of the HSR network.

Engagement activities will continue to be virtual (digitally and by phone) until in-person engagement activities are safe to resume. HSR will base all engagement activities on the corporate public engagement framework and best practices.



# Hamilton

## MINUTES

### KEEP HAMILTON CLEAN AND GREEN COMMITTEE

**Meeting #:** 21-005  
**Date:** June 1, 2021  
**Time:** 5:00 p.m.  
**Location:** Due to the COVID-19 and the Closure of City Hall  
Electronic meeting can be viewed at:  
City's YouTube Channel:  
<https://www.youtube.com/user/InsideCityofHamilton>

Diane Butterworth, Clean and Green Coordinator (905) 546-2424 ext. 5089

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**Present:** Chair: Heather Donison  
Vice-Chair: Paulina Szczepanski  
Members: Brenda Duke  
Marisa Di Censo  
Sue Dunlop  
Kerry Jarvi  
Diana Meskauskas  
Michelle Tom

**Absent:** Councilor N. Nann  
Jen Baker  
Leisha Dawson  
Lennox Toppin  
Felicia Van Dyk

**Also present:** Raffaella Morello, Senior Project Manager, Business Programs  
Diane Butterworth, Clean and Green Coordinator, Business Programs  
Adam Spence, Hamilton Resident, Delegate Presenter



Hamilton

## MINUTES

Keep Hamilton Clean & Green Committee  
Tuesday June 1, 2021, 5:00 pm

### THE KEEP HAMILTON CLEAN & GREEN COMMITTEE PRESENTS THE JUNE 1, 2021 MINUTES AND RECOMMENDS THE FOLLOWING:

#### 1. APPROVAL OF AGENDA

The Staff Liaison advised the Committee of the following change to the agenda:

- (i) The addition of a discussion on committee membership and whether a schoolboard representative as a voting member is still appropriate (Item \*9.7).

**(Duke/Jarvi)**

That the agenda for the June 1, 2021 Keep Hamilton Clean and Green Committee meeting be approved, as amended.

**CARRIED**

#### 2. APPROVAL OF MINUTES AND NOTES OF PREVIOUS MEETING

- (i) **March 16, 2021 (Item 3.1)**

**(Jarvi/Tom)**

That the minutes for the March 16, 2021 Keep Hamilton Clean and Green Committee meeting be approved, as presented.

**CARRIED**

- (ii) **May 4, 2021 (Item 3.2)**

**(Di Censo/Szczepanski)**

That the notes for the May 4, 2021 Keep Hamilton Clean and Green Committee meeting be approved, as presented.

**CARRIED**

#### 3. DELEGATIONS

- (i) **Delegation (Item 7.1)**

Adam Spence, Hamilton resident, delegation presentation respecting dog feces and bags of dog feces scattered around City Parks (approved March 16, 2021).



Hamilton

## MINUTES

Keep Hamilton Clean & Green Committee  
Tuesday June 1, 2021, 5:00 pm

The delegate provided a presentation on issues respecting the improper disposal of bags of dog feces in Memorial Park. The delegate proposed that receptacles be relocated to all park entry points, with proper signage and a supply of dog waste bags. Additionally, that a newsletter be developed and sent to all residents close to the park, indicating the health and safety concerns about improper disposal of dog waste bags and the implementation of new disposal units within the park. Staff will communicate the delegate's recommendations to the appropriate Staff within the Parks Department for further review and action.

**(Duke/Meskauskas)**

That the delegation presentation from Adam Spence, respecting issues and solutions on dog feces and bags of dog feces scattered around City Parks at the June 1<sup>st</sup> meeting, be received, as presented.

**CARRIED**

#### 4. DISCUSSION ITEMS

**(i) Update on the planning process for the 'All Advisory Committees' Meeting' (Item 9.1)**

Staff provided an update on the planning process for the 'All Advisory Committees' Event'. The meeting would provide the opportunity for the City's Advisory Committee members to meet and learn about other Committees. Staff asked that committee members vote on and approve the motion for the proposed meeting date of September 27, 2021, commencing at 4:00 PM. Committee members were also asked to select one or two members to develop the presentation and one or two members to present at the event.

**(ii) Approval of All Advisory Committee Event Date and Selection of a Presenter**

**(Jarvi/Szczepanski)**

WHEREAS, the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee recommended that an All Advisory Committee Event be hosted for the purpose of providing City Advisory Committees with an opportunity to introduce themselves to one another and educate each other in terms of their respective Committee's purpose (mandate) and goals;



Hamilton

## MINUTES

Keep Hamilton Clean & Green Committee  
Tuesday June 1, 2021, 5:00 pm

WHEREAS, an All Advisory Committee Event was approved by Hamilton City Council on April 14, 2021 (see Item 4 of Audit, Finance and Administration Committee Report 21-005 for reference);

WHEREAS, at the All Advisory Committee Event, each Advisory Committee will be allotted 5 minutes to introduce their respective Committee's purpose (mandate) and discuss the successes and the challenges the Advisory Committee has experienced; and,

WHEREAS, the staff liaisons for each Advisory Committee met and mutually agreed upon a tentative date for the All Advisory Committee Event;

THEREFORE, BE IT RESOLVED:

- a) That the proposed date of Monday, September 27, 2021, commencing at 4:00 p.m., for the All Advisory Committee Event be approved; and,
- b) That Paulina Szczepanski be authorized to represent the Keep Hamilton Clean and Green Advisory Committee at the All Advisory Committee Event and deliver a 5-minute presentation on the Committee's behalf respecting the Committee's purpose (mandate), successes and challenges.

**CARRIED**

**(iii) Update and Review of the KHCG Committee Workplan for 2021 (Item 9.2)**

Staff reviewed the status of the 2018-2022 Keep Hamilton Clean and Green Advisory Committee workplan. It was recommended by Staff, that the Committee review the plan and prioritize action items for the remainder of the term. It was further recommended by the Chair, that the workplan be reviewed at all future meetings as a standing agenda item.

**(Jarvi/ Meskauskas)**

That the discussion respecting the status of the 2018-2022 Keep Hamilton Clean and Green Advisory Committee workplan be received.

**CARRIED**

**(iv) Litter in Hamilton - Brainstorming Ways to Better Address this**

*Engaging citizens to take greater responsibility for improving our Hamilton community environments.*





Hamilton

## MINUTES

Keep Hamilton Clean & Green Committee  
Tuesday June 1, 2021, 5:00 pm

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### **Growing Problem (Item 9.3)**

Committee member, Diana Meskauskas, initiated a discussion focused on ways to better address litter in public green spaces. It was proposed that a 'hub for ideas' be created by the committee, for the committee, to culminate and share ideas, suggestions and feedback that would align with and support the committee work plan. Committee Vice Chair, Paulina Szczepanski provided the suggestion of using the JAMBOARD application, a collaborative digital whiteboard, as an accessible information hub. She offered to set up application access for the committee.

Committee member, Diana Meskauskas, asked if there was a possibility of developing or using different City of Hamilton communication mediums and resources to support greater awareness about litter and associated fines for littering. She also asked if there was an opportunity to discuss the issue of litter and littering with Municipal By-law Enforcement (MLE). Staff will communicate the committee members' questions and recommendations to the appropriate Staff within MLE for further review and information.

### **(Jarvi/ Szczepanski)**

That the discussion respecting brainstorming ways to better address the growing problem of litter in Hamilton, be received.

**CARRIED**



Hamilton

## MINUTES

Keep Hamilton Clean & Green Committee  
Tuesday June 1, 2021, 5:00 pm

**(v) The Growing Graffiti Problem - What to Do and How to Stop It (Item 9.4)**

Committee member, Diana Meskauskas, initiated a discussion focused on ways to address graffiti in public spaces. It was suggested that a discussion with MLE be initiated for more information. Committee Chair, Heather Donison, suggested that the JAMBOARD application could be used to formulate ideas and suggestions on graffiti issues in alignment with the committee's work plan. Staff will communicate with the committee members' questions and recommendations to the appropriate Staff within MLE for further review and information.

**(Jarvi/ Szczepanski)**

That the discussion respecting brainstorming ways to better address the growing problem of graffiti in Hamilton, received.

**CARRIED**

**(vi) Grant Sub-Committee Update (Item 9.5)**

Committee member, Brenda Duke, provided an update on the Grant Sub-Committee's progress to enhance the Clean and Green Neighbourhood Grant Program for 2022. Staff will circulate the program recommendations document to the committee for questions and feedback at the next meeting.

**(Duke/Szczepanski)**

That the discussion respecting the Grant Sub-Committee update, be received.

**CARRIED**

**(vii) Advisory Committee Survey Update (Item 9.6)**

Staff provided an update on the 'Advisory Committee Survey' respecting the recording and retaining of Advisory Committee meetings for future viewing by the public. All Advisory Committee member feedback was required by the Clerks' Office on or before May 31<sup>st</sup>. A recommendation from the survey will be presented at an upcoming committee meeting.

**(Jarvi/Szczepanski)**

That the update respecting the Advisory Committee Survey, be received,



Hamilton

## **MINUTES**

Keep Hamilton Clean & Green Committee  
Tuesday June 1, 2021, 5:00 pm

**CARRIED**

Quorum was lost at 7:01 p.m.

### **5. GENERAL INFORMATION / OTHER BUSINESS**

- (i) Update on the Team Up to Clean Up Program (Item 12.1). The item has been deferred to the September 21, 2021 meeting, due to loss of quorum.
- (ii) 2020 Clean and Green Strategy Reviewed by the Public Works Committee (Item 12.2). The item has been deferred to the September 21, 2021 meeting, due to loss of quorum.

### **6. ADJOURNMENT**

Due to loss of quorum, the meeting adjourned at 7:01 p.m.

Respectfully submitted,

Heather Donison  
Chair, Keep Hamilton Clean and Green  
Committee

Diane Butterworth  
Clean & Green Coordinator, Business Programs  
Environmental Services Division, Public Works Department



# Hamilton

## MINUTES

### KEEP HAMILTON CLEAN AND GREEN COMMITTEE

**Meeting #:** 21-005  
**Date:** June 1, 2021  
**Time:** 5:00 p.m.  
**Location:** Due to the COVID-19 and the Closure of City Hall  
Electronic meeting can be viewed at:  
City's YouTube Channel:  
<https://www.youtube.com/user/InsideCityofHamilton>

Diane Butterworth, Clean and Green Coordinator (905) 546-2424 ext. 5089

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**Present:**  
**Chair:** Heather Donison  
**Vice-Chair:** Paulina Szczepanski  
**Members:** Brenda Duke  
Marisa Di Censo  
Sue Dunlop  
Kerry Jarvi  
Diana Meskauskas  
Michelle Tom

**Absent:**  
Councilor N. Nann  
Jen Baker  
Leisha Dawson  
Lennox Toppin  
Felicia Van Dyk

**Also present:**  
Raffaella Morello, Senior Project Manager, Business Programs  
Diane Butterworth, Clean and Green Coordinator, Business Programs  
Adam Spence, Hamilton Resident, Delegate Presenter



Hamilton

## MINUTES

Keep Hamilton Clean & Green Committee  
Tuesday June 1, 2021, 5:00 pm

### THE KEEP HAMILTON CLEAN & GREEN COMMITTEE PRESENTS THE JUNE 1, 2021 MINUTES AND RECOMMENDS THE FOLLOWING:

#### 1. APPROVAL OF AGENDA

The Staff Liaison advised the Committee of the following change to the agenda:

- (i) The addition of a discussion on committee membership and whether a schoolboard representative as a voting member is still appropriate (Item \*9.7).

**(Duke/Jarvi)**

That the agenda for the June 1, 2021 Keep Hamilton Clean and Green Committee meeting be approved, as amended.

**CARRIED**

#### 2. APPROVAL OF MINUTES AND NOTES OF PREVIOUS MEETING

- (i) **March 16, 2021 (Item 3.1)**

**(Jarvi/Tom)**

That the minutes for the March 16, 2021 Keep Hamilton Clean and Green Committee meeting be approved, as presented.

**CARRIED**

- (ii) **May 4, 2021 (Item 3.2)**

**(Di Censo/Szczepanski)**

That the notes for the May 4, 2021 Keep Hamilton Clean and Green Committee meeting be approved, as presented.

**CARRIED**

#### 3. DELEGATIONS

- (i) **Delegation (Item 7.1)**

Adam Spence, Hamilton resident, delegation presentation respecting dog feces and bags of dog feces scattered around City Parks (approved March 16, 2021).



Hamilton

## MINUTES

Keep Hamilton Clean & Green Committee  
Tuesday June 1, 2021, 5:00 pm

The delegate provided a presentation on issues respecting the improper disposal of bags of dog feces in Memorial Park. The delegate proposed that receptacles be relocated to all park entry points, with proper signage and a supply of dog waste bags. Additionally, that a newsletter be developed and sent to all residents close to the park, indicating the health and safety concerns about improper disposal of dog waste bags and the implementation of new disposal units within the park. Staff will communicate the delegate's recommendations to the appropriate Staff within the Parks Department for further review and action.

**(Duke/Meskauskas)**

That the delegation presentation from Adam Spence, respecting issues and solutions on dog feces and bags of dog feces scattered around City Parks at the June 1<sup>st</sup> meeting, be received, as presented.

**CARRIED**

#### 4. DISCUSSION ITEMS

**(i) Update on the planning process for the 'All Advisory Committees' Meeting' (Item 9.1)**

Staff provided an update on the planning process for the 'All Advisory Committees' Event'. The meeting would provide the opportunity for the City's Advisory Committee members to meet and learn about other Committees. Staff asked that committee members vote on and approve the motion for the proposed meeting date of September 27, 2021, commencing at 4:00 PM. Committee members were also asked to select one or two members to develop the presentation and one or two members to present at the event.

**(ii) Approval of All Advisory Committee Event Date and Selection of a Presenter**

**(Jarvi/Szczepanski)**

WHEREAS, the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee recommended that an All Advisory Committee Event be hosted for the purpose of providing City Advisory Committees with an opportunity to introduce themselves to one another and educate each other in terms of their respective Committee's purpose (mandate) and goals;



Hamilton

## MINUTES

Keep Hamilton Clean & Green Committee  
Tuesday June 1, 2021, 5:00 pm

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WHEREAS, the staff liaisons for each Advisory Committee met and mutually agreed upon a tentative date for the All Advisory Committee Event;

THEREFORE, BE IT RESOLVED:

- a) That the proposed date of Monday, September 27, 2021, commencing at 4:00 p.m., for the All Advisory Committee Event be approved; and,
- b) That Paulina Szczepanski be authorized to represent the Keep Hamilton Clean and Green Advisory Committee at the All Advisory Committee Event and deliver a 5-minute presentation on the Committee's behalf respecting the Committee's purpose (mandate), successes and challenges.

**CARRIED**

**(iii) Update and Review of the KHCG Committee Workplan for 2021 (Item 9.2)**

Staff reviewed the status of the 2018-2022 Keep Hamilton Clean and Green Advisory Committee workplan. It was recommended by Staff, that the Committee review the plan and prioritize action items for the remainder of the term. It was further recommended by the Chair, that the workplan be reviewed at all future meetings as a standing agenda item.

**(Jarvi/ Meskauskas)**

That the discussion respecting the status of the 2018-2022 Keep Hamilton Clean and Green Advisory Committee workplan be received.

**CARRIED**

**(iv) Litter in Hamilton - Brainstorming Ways to Better Address this**

*Engaging citizens to take greater responsibility for improving our Hamilton community environments.*



Hamilton

## MINUTES

Keep Hamilton Clean & Green Committee  
Tuesday June 1, 2021, 5:00 pm

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### **Growing Problem (Item 9.3)**

Committee member, Diana Meskauskas, initiated a discussion focused on ways to better address litter in public green spaces. It was proposed that a 'hub for ideas' be created by the committee, for the committee, to culminate and share ideas, suggestions and feedback that would align with and support the committee work plan. Committee Vice Chair, Paulina Szczepanski provided the suggestion of using the JAMBOARD application, a collaborative digital whiteboard, as an accessible information hub. She offered to set up application access for the committee.

Committee member, Diana Meskauskas, asked if there was a possibility of developing or using different City of Hamilton communication mediums and resources to support greater awareness about litter and associated fines for littering. She also asked if there was an opportunity to discuss the issue of litter and littering with Municipal By-law Enforcement (MLE). Staff will communicate the committee members' questions and recommendations to the appropriate Staff within MLE for further review and information.

### **(Jarvi/ Szczepanski)**

That the discussion respecting brainstorming ways to better address the growing problem of litter in Hamilton, be received.

**CARRIED**





Hamilton

## MINUTES

Keep Hamilton Clean & Green Committee  
Tuesday June 1, 2021, 5:00 pm

**(v) The Growing Graffiti Problem - What to Do and How to Stop It (Item 9.4)**

Committee member, Diana Meskauskas, initiated a discussion focused on ways to address graffiti in public spaces. It was suggested that a discussion with MLE be initiated for more information. Committee Chair, Heather Donison, suggested that the JAMBOARD application could be used to formulate ideas and suggestions on graffiti issues in alignment with the committee's work plan. Staff will communicate with the committee members' questions and recommendations to the appropriate Staff within MLE for further review and information.

**(Jarvi/ Szczepanski)**

That the discussion respecting brainstorming ways to better address the growing problem of graffiti in Hamilton, received.

**CARRIED**

**(vi) Grant Sub-Committee Update (Item 9.5)**

Committee member, Brenda Duke, provided an update on the Grant Sub-Committee's progress to enhance the Clean and Green Neighbourhood Grant Program for 2022. Staff will circulate the program recommendations document to the committee for questions and feedback at the next meeting.

**(Duke/Szczepanski)**

That the discussion respecting the Grant Sub-Committee update, be received.

**CARRIED**

**(vii) Advisory Committee Survey Update (Item 9.6)**

Staff provided an update on the 'Advisory Committee Survey' respecting the recording and retaining of Advisory Committee meetings for future viewing by the public. All Advisory Committee member feedback was required by the Clerks' Office on or before May 31<sup>st</sup>. A recommendation from the survey will be presented at an upcoming committee meeting.

**(Jarvi/Szczepanski)**

That the update respecting the Advisory Committee Survey, be received,



Hamilton

## **MINUTES**

Keep Hamilton Clean & Green Committee  
Tuesday June 1, 2021, 5:00 pm

**CARRIED**

Quorum was lost at 7:01 p.m.

### **5. GENERAL INFORMATION / OTHER BUSINESS**

- (i) Update on the Team Up to Clean Up Program (Item 12.1). The item has been deferred to the September 21, 2021 meeting, due to loss of quorum.
- (ii) 2020 Clean and Green Strategy Reviewed by the Public Works Committee (Item 12.2). The item has been deferred to the September 21, 2021 meeting, due to loss of quorum.

### **6. ADJOURNMENT**

Due to loss of quorum, the meeting adjourned at 7:01 p.m.

Respectfully submitted,

Heather Donison  
Chair, Keep Hamilton Clean and Green  
Committee

Diane Butterworth  
Clean & Green Coordinator, Business Programs  
Environmental Services Division, Public Works Department



Hamilton

## HAMILTON CYCLING COMMITTEE (HCyC) MINUTES

**Wednesday, October 6, 2021**

5:45 p.m.

Virtual Meeting

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**Present:** Chair: Chris Ritsma  
Vice-Chair: William Oates  
Members: Kate Berry, Roman Caruk, Yaejin Kim, Ann McKay, Cora Muis, Gary Rogerson, Kevin Vander Meulen, Christine Yachouh,

**Absent with**

**Regrets:** Jeff Axisa, Joachim Brouwer, Sharon Gibbons Jessica Merolli, Jane Jamnik, Cathy Sutherland, Councillor Esther Pauls, Councillor Terry Whitehead.

**Also Present:** Danny Pimentel, Active Transportation Technologist, Sustainable Mobility  
Trevor Jenkins, Project Manager, Sustainable Mobility  
Peter Topalovic, Program Manager, Sustainable Mobility  
Daryl Bender, Project Manager, Sustainable Mobility  
Mike Field, Acting Director, Transportation Operations and Maintenance  
Rob Merritt, Senior Project Manager, Special Utilities Program, Geomatics and Corridor Management  
David Lamont, Manager, Geomatics and Corridor Management

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### a) APPROVAL OF AGENDA

**(Caruk/Berry)**

That the agenda of the October 6, 2021 meeting of the Hamilton Cycling Committee be approved, as presented.

**CARRIED**

**b) DECLARATIONS OF INTEREST**

None

**c) APPROVAL OF MINUTES OF PREVIOUS MEETING****(i) September 1, 2021 (Item 3.1)****(Berry/Caruk)**

That the minutes of the September 1, 2021 meeting of the Hamilton Cycling Committee be approved, as presented.

**CARRIED**

**d) STAFF PRESENTATIONS****(Berry/Vander Meulen)**

That the Staff Presentations be received:

**(i) Update on Keddy Access Trail (Item 6.1)**

M. Field provided an update on the Keddy Access Trail, with a focus on the Operations and maintenance of the trail and proposed future improvements. Committee members shared their appreciation and excitement on the both the project (and number of trips made) as well as recent and proposed improvements to the intersection of Wellington St. The committee asked questions about data, terminology, user conflicts and what options (i.e. environmental statistics) are available that can be included in the proposed display board. Staff indicated that they would attend a future cycling committee (i.e. mid 2022) to present options related to the display board in order to obtain feedback prior to purchasing.

**(ii) Road Cut Program Overview (Item 6.2)**

R. Merritt provided an overview of the road cut program in the City. The committee asked questions about temporary conditions, material type, quality of material, warranty and timelines. Staff noted that any adjustments to timelines (i.e. Service Level Agreements), would impact stakeholders and would require further review with those stakeholders. Staff also indicated that if members of the committee notice unsafe road cuts, to contact the office to report and staff can follow up. Staff will provide and share contact information to committee members for reporting purposes.

**(iii) Breadalbane and Pearl/Kent Bicycle Boulevards (Item 6.3)**

T. Jenkins provided an overview of the Breadalbane and the Pearl/Kent bicycle boulevard projects. While the committee provided comments on proposed elements for each project, it was noted by staff that comments can be submitted (survey link included in the presentation) until Friday October 8, 2021.

**CARRIED**

**e) DISCUSSION ITEMS**

**(i) 2022 HCyc Workplan and Budget (Item 9.1)**

The committee discussed potential ideas for their 2022 workplan, in regard to budgeting. It was determined that a separate working group be formed and that the working group meet with City staff to develop the budget request for 2022.

**(Yachouh/Ritsma)**

That a separate working group be formed that includes, W. Oates, K. Berry, C. Yachouh and C. Ritsma to meet and discuss with staff the 2022 budget request

**CARRIED**

**(Vander Meulen/Oates)**

That up to \$2,000 be allocated to the purchase of bicycle lights from the 2021 Cycling committee budget.

**CARRIED**

**(Yachouh/Vander Meulen)**

That the committee meeting be extended to 8:00.

**CARRIED**

**(ii) Cycling Workplan for 2022 (Item 7.2)**

Staff provided the Committee with a list (and map) of 2022 cycling projects for their review and feedback. Staff indicated that a report is being prepared to be included in a November Council meeting and that committee members are asked to provide any feedback by Wednesday, October 13, 2021. Staff will follow up with the committee on kilometers of cycling infrastructure being proposed in 2022 as well as 2021 implemented projects.

Quorum was lost prior to item 7.2 being completed. As a result, all additional items were not voted on for deferral, but time had expired in the allotted meeting time.

**(iii) School Streets Project (Item 7.3)**

Did not speak to this item as allotted meeting time was achieved and quorum was no longer met.

**(iv) Social Determinants of Health in COVID-19 (Item 7.4)**

Did not speak to this item as allotted meeting time was achieved and quorum was no longer met.

**(v) Planning and Project Update (Item 7.5)**

Did not speak to this item as allotted meeting time was achieved and quorum was no longer met.

**f) NOTICE OF MOTION**

**(i) Upper Wellington Environmental Assessment Network Connectivity Motion (Item 8.1)**

WHEREAS the City is currently doing an Environmental Assessment along Upper Wellington between Limeridge Road and Stone Church Road;

WHEREAS Hamilton's cycling master plan includes cycling infrastructure over the Lincoln Alexander Parkway along Upper Wellington Street;

WHEREAS it is important that cycling infrastructure connect to existing infrastructure in order to develop increased ridership;

WHEREAS a cycling lane over the Lincoln Alexander Parkway would connect the planned cycling infrastructure south of the Parkway to that north of the Parkway;

WHEREAS a connection over the overpass is a key component of a minimum grid of cycling infrastructure on the Hamilton mountain;

WHEREAS there is currently no north-south crossing over the Parkway closer than West 5th to the west and Upper Sherman to the east;

WHEREAS it is possible to reduce the number of car lanes on the bridge along Upper Wellington;

WHEREAS it is possible to consider having only two lanes, along with a center turning lane, all along Upper Wellington from Lime Ridge Road to Stone Church Road to match Upper Wellington to the south of Stone Church Road;

WHEREAS having four traffic lanes and with no cycle lane does not fit the goal of balancing infrastructure on the overpass; it instead prioritizes automobile transportation with respect to north-south connections on the Hamilton mountain;

WHEREAS a multi-use pathway slows down commuter cycling traffic;

WHEREAS a multi-use pathway causes unease for both cyclists and pedestrians; and,

WHEREAS pedestrians with ear-buds do not hear the bells of cyclists

**THEREFORE, BE IT RESOLVED:**

(a) The road improvements on Upper Wellington Street from Limeridge Road to Stone Church Road include cycling infrastructure over the Lincoln Alexander Parkway; and,

(b) That the cycling infrastructure be clearly separated (e.g. separated facility) from the pedestrian traffic along Upper Wellington.

**(ii) Barton & Fifty Road Environmental Assessment Cycling Infrastructure (Item 8.2)**

WHEREAS Barton Street East, between Fruitland Road and Fifty Road, and Fifty Road, between South Service Road and Highway 8, are on the cycling master plan;

WHEREAS Barton Street East in this area has multiple schools;

WHEREAS Fifty Road makes cycling connections to Niagara and Grimsby cycling lanes;

WHEREAS bi-directional cycling lanes are not best practice due to safety concerns; and,

WHEREAS the Cycling Advisory Committee has heard complaints regarding multi-use cycling paths.

**THEREFORE, BE IT RESOLVED:**

- (a) That Barton Street East cycling lanes be separated and protected and make connections to the local schools in the area;
- (b) That Barton Street East cycling lanes be in the direction of expected automobile traffic;
- (c) That Fifty Road cycling lanes cross the QEW bridge and connect to Winona; and,

That Fifty Road cycling lanes be extended to the South Service Road to connect to cycling lanes east of the City of Hamilton.

**(iii) Bike Lane Asphalt (Item 8.3)**

WHEREAS road works, emergencies, development, construction, utilities and other events require removal of asphalt and/or concrete in bicycle lanes;

WHEREAS asphalt is typically patched quickly then properly repaired at a later date;

WHEREAS work requiring removal of asphalt and/or concrete can take months or years;

WHEREAS bicycles require a smoother surface, both for safety and quality of ride; and,

WHEREAS there are various examples of uncomfortable and unsafe patchwork on key pieces of cycling infrastructure.

**THEREFORE, BE IT RESOLVED:**

- (a) That all asphalt and concrete repairs impacting a bicycle lane, bicycle trail, bicycle route, or other bicycle infrastructure be repaired and/or patched immediately after road work is complete to the same pre-repair quality or better, regardless of whether the entire project is complete or in progress.

**g) ADJOURNMENT**

Quorum was lost at 8:00 p.m.



Respectfully submitted,

Chris Ritsma  
Chair, Hamilton Cycling Committee

Danny Pimentel  
Active Transportation Technologist, Sustainable Mobility  
Transportation Planning, Planning & Economic Development



# Hamilton

## NOTES

### **Keep Hamilton Clean and Green Advisory Committee**

Tuesday, September 21<sup>st</sup>, 2021

5:00 P.M.

Due to the COVID-19 and the Closure of City Hall

Electronic meeting can be viewed at:

City's YouTube Channel:

<https://www.youtube.com/user/InsideCityofHamilton>

Present:	Chair:	Heather Donison
	Vice-Chair:	Paulina Szczepanski
	Members:	Lennox Toppin
		Marisa DiCenso
		Kerry Jarvi
		Diana Meskaukas
		Felicia Van Dyk

Absent with Regrets:	Jen Baker
	Leisha Dawson

Absent:	Councillor N. Nann
	Brenda Duke
	Michelle Tom

Also Present:	Diane Butterworth, Policy & Program Analyst, Business Programs
	Raffaella Morello, Senior Project Manager
	Florence Pirrera, Project Manager, Business Programs
	Whitney Slattery, Clean & Green Coordinator, Business Programs
	Theresa Phair, Community Liaison Coordinator

**Keep Hamilton Clean and Green Committee**

**September 21<sup>st</sup>, 2021**

**Minutes**

**Page 2 of 2**

Pursuant to Section 5.4(4) of the City of Hamilton's Procedural By-law 18-270 at 5:30pm the Staff Liaison to the Committee advised those in attendance that quorum had not been achieved within 30 minutes after the time set for the Keep Hamilton Clean and Green Committee therefore, the Staff Liaison to the Committee noted the names of those in attendance and the meeting stood adjourned.

Respectfully submitted,

Whitney Slattery  
Clean and Green Coordinator  
Business Programs  
Environmental Services

# Item 7.4



Hamilton

## CITIZEN COMMITTEE MEMBER RESIGNATION FORM

I, Sue Dunlop, would like to submit my resignation, effective September 10, 2021, from the Keep Hamilton Green Committee for the following reason(s):

- My circumstances have changed and I know longer have the time to effectively participate on the Committee.
- Personal reasons.
- Other (please explain briefly):

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### Additional Comments (optional)

I believe that school board representation should be on as needed basis. School boards could identify a contact that will give the committee advice about initiatives in schools and give presentations or information as needed rather than as a voting member of the committee.

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**Sue Dunlop**

**Sept 10/21**

Signature

Date

Susan Dunlop

Digitally signed by Susan Dunlop  
Date: 2021.11.08 09:41:33 -05'00'



**CITY OF HAMILTON**  
**PUBLIC WORKS DEPARTMENT**  
**Transportation Operations and Maintenance Division**

<b>TO:</b>	Chair and Members Public Works Committee
<b>COMMITTEE DATE:</b>	November 15, 2021
<b>SUBJECT/REPORT NO:</b>	Sidewalk Snow Clearing (PW19022(d)) (City Wide) <b>(Outstanding Business List Item)</b>
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Bob Paul (905) 546-2424 Ext. 7641 Peter Sniuolis (905) 546-2424 Ext. 7646 Stephen Gagne (905) 546-2424 Ext. 4296
<b>SUBMITTED BY:</b>	Mike Field Acting Director, Transportation Operations & Maintenance Public Works Department
<b>SIGNATURE:</b>	

### RECOMMENDATION

- (a) That sidewalk snow clearing, in compliance with the previously approved enhanced level of service defined as Scenario 2A in Report PW19022(c), be approved for implementation beginning in the 2022 winter season and that;
- (i) Forest Ridge Landscaping Inc. be selected as the successful proponent of Request for Tender Contract C11-53-21, Winter Sidewalk and Transit Stop Maintenance Operations;
  - (ii) That sidewalk snow clearing be conducted using the planned routes, attached as Appendix "A" to Report PW10922(d) and that Transportation Operations & Maintenance report back to Public Works Committee on an annual basis prior to the commencement of winter operations with updates to the routes considering transit system revisions, growth and changes in property ownership inclusive of the Hamilton-Wentworth District School Board and the Hamilton-Wentworth Catholic District School Board properties;

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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: Sidewalk Snow Clearing (PW19022(d)) (City Wide) – Page 2 of 9**

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- (iii) The General Manager of Public Works be authorized and directed to finalize the terms and conditions of the Contract with Forest Ridge Landscaping Inc., in accordance with the provisions of Request for Proposals Contract C11-53-21; and,
  - (iv) That the Mayor and City Clerk be authorized and directed to execute the Contract with Forest Ridge Landscaping Inc. and any ancillary documents for Contract C11-53-21 with content acceptable to the General Manager of Public Works and in a form acceptable to the City Solicitor;
- (b) That the Outstanding Business List Item respecting Sidewalk Snow Clearing, be identified as completed and removed from the Public Works Outstanding Business List

**EXECUTIVE SUMMARY**

The City of Hamilton (City) currently clears snow from 397 km of the approximately 2,445 km of sidewalks across Hamilton including sidewalks on municipally owned property, along reverse frontage lots, formerly Ward 12 in its entirety, and sidewalks adjacent to school property owned by either the Hamilton-Wentworth District School Board (HWDSB) or the Hamilton-Wentworth Catholic District School Board (HWDCSB), in conjunction with the Snow and Ice By-law No. 03-296.

In April of 2021, Council approved a level of service (LOS) enhancement for sidewalk snow clearing which involved maintaining sidewalks which are located along all Priority 1 roadways and Priority 2A roadways where transit operates, including an increase of \$2.34 million to the Sidewalk Snow Clearing Operating budget. For these sidewalks, snow clearing is activated when accumulation is 5 cm or greater and cleared to a snow packed end condition with de-icing material application when required.

The current operating budget for sidewalk snow clearing is \$2.1 million, which funds current clearing activities for the enhanced LOS, an additional \$2.34 million is required for a total of \$4.44 million which will allow the additional quantity of sidewalks and transit stops.

Transportation Operations & Maintenance undertook a review which identified that the LOS enhancement adds approximately 469 km of sidewalks bringing the total amount where snow clearing activities will be conducted to 866 kms. Request for Tender Contract C11-53-21 – Winter Sidewalk and Transit Stop Maintenance Operations, was developed to implement the LOS enhancement and also include sidewalks currently being cleared (municipally owned property, along reverse frontage lots, formerly Ward 12 in its entirety, and sidewalks adjacent to school property owned by either the HWDSB and the HWDCSB) and transit stops. The lowest compliant bid was submitted by Forest Ridge Landscaping Inc. at a cost of \$3.16 million. The difference of \$1.28 between the bid result and current operating budget will be utilized to cover salt/sand

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**SUBJECT: Sidewalk Snow Clearing (PW19022(d)) (City Wide) – Page 3 of 9**

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material costs, costs incurred for restoration to damaged property and variability in weather.

The enhanced LOS for sidewalk snow clearing is programmed to begin in the winter of 2022, pending the approval of the recommendations contained within Report PW19022(d).

**Alternatives for Consideration – Not Applicable****FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

**Financial:** On April 28, 2021, Council approved an enhancement to the LOS for winter sidewalk snow clearing (Service level Scenario 2A) including increasing the 2022 Transportation Operations & Maintenance Operating Budget from \$2.1 million to \$4.44 million; an increase of \$2.34 million to Dept ID 427110 - Sidewalk Snow Clearing.

Request for Tender Contract C11-53-21, Winter Sidewalk and Transit Stop Maintenance Operations closed with a low bid, submitted by Forest Ridge Landscaping Inc., of \$3,158,880. The Contract includes the delivery of the enhanced LOS, sidewalks currently being cleared, and transit stops. The differential between the bid result (\$3.16 million) and the budget (\$4.44 million) is \$1,281,120. This will be utilized to cover salt/sand material costs, costs incurred for restoration to damaged property (such as fences, posts, hedges, plantings, in ground lawn sprinklers and driveway curbs), variability in weather and general contingency. Program costs, performance of the contractor and contractual efficiencies will be tracked for the 2022/2023 season to determine if any adjustments are necessary.

The approved LOS will be implemented in the winter of 2022 and therefore an incremental increase of \$936,000 is required for funding purposes and an additional \$1.404 million in 2023. This equates to a total increase of \$2.34 million going forward to support the permanent LOS enhancement for sidewalk snow clearing.

The tax impact of the LOS increase is approximately \$4 or 0.1% for the initial \$936,000 in 2022 and \$6 or 0.1% for the remaining \$1,404,000 for 2023, based on the average residential assessment of \$381,000.

Corporate Services have analysed the tax impacts under two scenarios: including the additional cost in the general levy and area rating the additional amount to the urban areas of the City, as shown in the table below:

**SUBJECT: Sidewalk Snow Clearing (PW19022(d)) (City Wide) – Page 4 of 9****TAX IMPACT FOR THE 2022 - 2023 PERIOD**

	2022		2023	
	URBAN	RURAL	URBAN	RURAL
General Levy	\$4 - 0.1%	\$4 - 0.1%	\$6 - 0.1%	\$6 - 0.1%
Urban Only	\$4 - 0.1%	n/a	\$7 - 0.1%	n/a

For the urban areas there is a minimal difference between what residents/property owners would pay under each scenario as the portion allocated to the rural areas is not significant. Under the urban only scenario, rural areas of the City would not pay for the service. Both scenarios include the levy that is currently area rated to Ancaster, which means that Ancaster would pay the same rate as the rest of the City while continue to receive the existing level of service.

Appendix “B” to Report PW19022(d) shows the tax impacts by Ward of including all the sidewalk winter snow clearing in the general levy. Under the legislation framework of differential services (area rating) this increase in service does not warrant an urban/rural taxation model as the delivery model has been developed under an Equity, Diversity and Inclusion lens and not based on where the service is provided. Therefore, it is not recommended that this service be area rated.

**Staffing:** Information Report PW19022(b) referenced that additional internal resources (supervisory staff) may be required to oversee the enhanced program and identified in a future budget. Additional internal resources are not needed at this time to implement the enhanced LOS in 2022/2023 and should they be identified through annual program reviews undertaken as a standard practice within Public Works, they would be brought forward at that time.

**Legal:** There are no legal implications related to the recommendation in this Report.

**HISTORICAL BACKGROUND**

At the January 21, 2019 General Issues Committee, Public Works (Transportation Operations & Maintenance) were directed to provide a consolidated summary and financial update regarding previous reports about winter sidewalk maintenance in the City.



**SUBJECT: Sidewalk Snow Clearing (PW19022(d)) (City Wide) – Page 5 of 9**

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Subsequently, at the February 28, 2019 General Issues Committee, Information Report PW19022 - Winter Sidewalk Maintenance was provided which outlined the requested information and cost estimates based on 2018 expenditures.

At the March 27, 2019 Council Meeting, Public Works (Transportation Operations & Maintenance) were directed to prepare a report that integrated an Equity, Diversity and Inclusion (EDI) framework into the development of a new service standard related to snow removal from sidewalks.

At the February 13, 2020 General Issues Committee meeting, focused on the 2020 Operating Budget, Report PW19022(a) - Sidewalk Snow Removal was provided that outlined a number of LOS enhancement scenarios for consideration. Council referred the matter back to Transportation Operations & Maintenance and requested additional information and public consultation to be undertaken.

In August and September of 2020, Transportation Operations & Maintenance, with support from Corporate Communications, and in partnership with Community Initiatives conducted public engagement to aid in better understanding the needs of residents, stakeholders and advisory groups related to sidewalk snow clearing. Further, other municipalities in Canada were contacted about their levels of service and practices.

On November 19, 2020, Report PW19022(b) was presented to the General Issues Committee. Public Works (Transportation Operations & Maintenance) were directed to summarize findings regarding additional information relating to the Snow and Ice By-Law No. 03-296, challenges associated with universal sidewalk snow removal, engagement with various advisory groups, and consultation with other municipalities about their levels of service and practices. The matter was referred to the 2021 Operating Budget deliberations for consideration.

At the February 19, 2021 General Issues Committee, focused on the 2021 Operating Budget, the matter respecting the Sidewalk Snow Clearing Program Options was referred to the Public Works Committee.

On April 19, 2021, Information Update PW19022(c) – Sidewalk Snow Clearing Update was received by Public Works Committee which provided updated 2021 costs, identified timelines and process for potential implementation, summarized data and public consultation and identified potential LOS enhancements for Council consideration.

On April 28, 2021 Council directed, via a motion, that the current sidewalk snow clearing LOS be enhancement as follows:

- (a) That the level of service for winter sidewalk snow removal be enhanced as defined as Scenario 2A – Priority 1 and 2A Roadways – Maintaining sidewalks in the existing level of service plus the addition of an estimated 783

**SUBJECT: Sidewalk Snow Clearing (PW19022(d)) (City Wide) – Page 6 of 9**

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km of sidewalk along transit routes, at an estimated cost of \$4.44 million, to be approved from the 2022 Public Works Operating Budget, as follows:

- (i) Service Level 2A activates when snow accumulation is 5 cm or greater  
Snow packed condition with de-icing material application
- (b) That staff prepare to report back with an implementation plan to proceed with Service Level Scenario 2A as outlined in this report.

Request for Tender for Contract C11-53-21 – Winter Sidewalk and Transit Stop Maintenance Operations was issued on August 13, 2021 and closed for bidding on September 7, 2021.

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

The City maintains municipal roadways as per the Council approved Policy PW-TOM-Y-026 – Maintenance Standards for Municipal Highways (PW18096(a)) which complies with Ontario Regulation 239/02 - Minimum Maintenance Standards for Municipal Highways. The associated 'Guideline for Levels of Service for Highways', specifically snow accumulation on sidewalks, is required to be revised to include the addition of the approved enhanced LOS as described in Report PW19022(d) for sidewalk snow clearing inclusive of the sidewalk snow clearing routes, attached as Appendix "A" to Report PW10922(d).

The Snow and Ice By-law No. 03-296 requires that every occupant or owner shall, within 24 hours of the cessation of a winter storm event, or within 24 hours of the cessation of a series of consecutive winter storm events, remove and clear all snow and ice from sidewalks abutting the highways in front of or alongside, or at the rear of any occupied or unoccupied lot or vacant lot. The City will activate snow clearing equipment if accumulation of snow is 5 cm or greater, or, whenever required to achieve bare pavement. Occupants or owners will still be required to follow By-Law No. 03-296.

**RELEVANT CONSULTATION**

The following City of Hamilton Departments/Divisions have been consulted in the development of this report:

- Chief Road Official
- Transit Planning & Infrastructure
- Corporate Services, Finance

**SUBJECT: Sidewalk Snow Clearing (PW19022(d)) (City Wide) – Page 7 of 9**

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**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

The City of Hamilton currently clears 397 km of the approximate 2,445 km of sidewalks across Hamilton including sidewalks on municipally owned property, along reverse frontage lots, formerly Ward 12 in its entirety, and sidewalks adjacent to school property owned by either the Public or Private School Board, in conjunction with the Snow and Ice By-law No. 03-296 on a charge-back basis. The LOS for above noted areas will remain unchanged, however these locations will now share the same activation trigger of 5 cm accumulation.

The enhanced LOS for sidewalk snow clearing referred to as 'Scenario 2A' as approved by Council and detailed in Report PW19022(c) expands upon current practices by means of maintaining sidewalks which are located along all Priority 1 roadways (major arterial roads and escarpment accesses) and Priority 2A roadways (primary collector roads) where transit operates. Transit stops are included in the snow clearing activities. Snow clearing is activated when accumulation is 5 cm or greater and cleared to a snow packed end condition with de-icing material application when required.

Transportation Operations & Maintenance undertook a comprehensive review of existing routes and routes which are included as part of the LOS enhancement. The review examined the location of transit stops and identified primary pedestrian connectors to the transit stop along transit routes. The sidewalk snow clearing routes are detailed in Appendix "A" to Report PW19022(d). A total of 469 km of sidewalks will be added to 397 km of sidewalks currently being cleared, bringing the total amount of sidewalks where snow clearing activities will be conducted to 866 kms. The LOS where sidewalk snow clearing is currently being conducted (municipally owned property, along reverse frontage lots, formerly Ward 12 in its entirety, and sidewalks adjacent to school property owned by either the HWDSB or the HWCDSB School Board) will remain unchanged as bare concrete end condition with application of salt, however these locations will now share the same activation trigger of 5 cm accumulation.

The sidewalk snow clearing routes and operating budgets will be adjusted annually as new sidewalks/transit stops are introduced and/or altered through roadway reconstruction, growth expansion or by other means – in alignment with the approved LOS.

Request for Tender Contract C11-53-21 was developed to provide the enhanced LOS as it was previously identified, through Information Report PW19022(c) that internal resources levels do not have the needed capacity and contractual services would therefore be required to deliver the enhanced LOS. The enhanced LOS and routes detailed above formed part of the specifications for the contract. Contract C11-53-21 also encapsulates sidewalks currently being cleared (municipally owned property, along reverse frontage lots, formerly Ward 12 in its entirety, and sidewalks adjacent to school property owned by either the HWDSB or the HWCDSB School Board). The contract

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therefore comprehensively deals with all sidewalks where snow removal activities take place. The term of the contract is 5 years with the addition of two single optional year extensions.

As defined by Contract C11-53-21, the Contractor's responsibilities generally are:

- Conducting winter sidewalk and transit stop maintenance operations on the district routes (following route maps detailed in Appendix "A" to Report PW19022(c)) as directed by the City during the operating seasons on designated routes/areas within the City's North, South, East, and West Districts;
- Providing the specified level of winter sidewalk and transit stop maintenance operations to all the routes; including plowing, hand clearing, sanding and salting;
- Performing winter sidewalk and transit stop maintenance operations promptly, efficiently, safely and in a manner satisfactory to the City and in accordance with all applicable laws;
- Supply of specified equipment and Operators/Workers to complete winter sidewalk and transit stop maintenance on a twenty-four-hour basis, seven days a week, including statutory holidays during the full period of the Contract for the Operating Season from November 1 to April 15 of each year; and
- Permitted to store equipment at Public Works district yards to enable quick and efficient deployment when directed to activate.

Transportation Operations & Maintenance shall supply and monitor all salt, sand or other alternative consumable winter maintenance materials that is needed in the performance of the contractor's work. The City is responsible for activating the contractor when it is forecasted that a minimum of 5 cm of snow accumulation will occur/is occurring. The contractor is obligated to deploy resources within 1 hour of receiving direction to activate. Further, they must complete the LOS within 24 hours of the cessation of a winter storm event, or within 24 hours of the cessation of a series of consecutive winter storm events.

The issuance of Request for Tender Contract C11-53-21 resulted in a total of 9 bid takers and 5 bids of which one was disqualified. Forest Ridge Landscaping Inc. submitted the lowest compliant bid. The contract was constructed so that proponent bidders could bid on one or all districts and Forest Ridge Landscaping Inc. was the lowest bidder for all districts.

There are anticipated cost benefits in having a singular contractor carry out all winter sidewalk and transit stop operations. Existing contracts that have been used to conduct sidewalk snow clearing activities will be re-evaluated and internal resources will be re-prioritized in recognition of the single contractor model.

Public Works and Corporate Communications have a robust communications protocol during winter storm events, with regular updates to Council, posts on [www.hamilton.ca](http://www.hamilton.ca)

## **SUBJECT: Sidewalk Snow Clearing (PW19022(d)) (City Wide) – Page 9 of 9**

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and at @cityofhamilton on Twitter. During large storm events updates are shared with our local media partners, radio, print, online ads are published to provide residents with information about the City's response to the storm, tips on clearing their snow from their property, and more. Further, Where's My Plow? will be expanded to include snow clearing equipment used to deliver the enhanced LOS for sidewalk snow clearing.

For the 2021/2022 winter season, the existing winter storm communication activities will continue to focus on owner and occupant responsibilities regarding removing snow from sidewalks adjacent to their property, and to request they avoid parking on the road during snow events to allow space for plows to safely clear the snow.

In advance of the 2022/2023 winter season when the enhanced LOS will be first implemented, communication will further emphasize owners and occupants of the change in levels of service. They will also continue to inform of the responsibilities under the Snow and Ice By-law No. 03-296.

### **ALTERNATIVES FOR CONSIDERATION**

N/A

### **ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN**

#### **Community Engagement and Participation**

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

#### **Economic Prosperity and Growth**

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

#### **Healthy and Safe Communities**

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

#### **Built Environment and Infrastructure**

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

### **APPENDICES AND SCHEDULES ATTACHED**

Appendix "A" to Report PW19022(d) – Sidewalk Snow Clearing Route Maps

Appendix "B" to Report PW19022(d) – Sidewalk Snow Removal Tax Impact of Service Increase – By Ward 2022-2023

## Sidewalk Snow Removal Tax Impact of Service Increase - by Ward 2022 - 2023

### BY WARD

	Average Residential Assessment	2022		2023	
		Tax Impact (%)	Total Average Impact (\$)	Tax Impact (%)	Total Average Impact (\$)
Ward 1	\$ 407,300	0.1%	\$ 5	0.1%	\$ 6
Ward 2	\$ 281,100	0.1%	\$ 3	0.1%	\$ 4
Ward 3	\$ 225,400	0.1%	\$ 3	0.1%	\$ 3
Ward 4	\$ 233,800	0.1%	\$ 3	0.1%	\$ 3
Ward 5	\$ 311,600	0.1%	\$ 4	0.1%	\$ 5
Ward 6	\$ 332,700	0.1%	\$ 4	0.1%	\$ 5
Ward 7	\$ 337,300	0.1%	\$ 4	0.1%	\$ 5
Ward 8	\$ 368,100	0.1%	\$ 4	0.1%	\$ 5
Ward 9	\$ 407,600	0.1%	\$ 5	0.1%	\$ 6
Ward 10	\$ 411,500	0.1%	\$ 5	0.1%	\$ 6
Ward 11	\$ 401,000	0.1%	\$ 5	0.1%	\$ 6
Ward 12	\$ 543,000	0.0%	\$ (3)	0.1%	\$ 8
Ward 13	\$ 486,500	0.1%	\$ 6	0.1%	\$ 7
Ward 14	\$ 406,500	0.1%	\$ 4	0.1%	\$ 6
Ward 15	\$ 523,200	0.1%	\$ 6	0.1%	\$ 8
<b>City-Wide Average</b>	<b>\$ 381,000</b>	<b>0.1%</b>	<b>\$ 4</b>	<b>0.1%</b>	<b>\$ 6</b>

Annomalies due to rounding




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### Sidewalk Snow Clearing


### Current Routes and New Additions

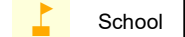
### Ward 1

 Current  
16.26 km

 New  
42.74 km

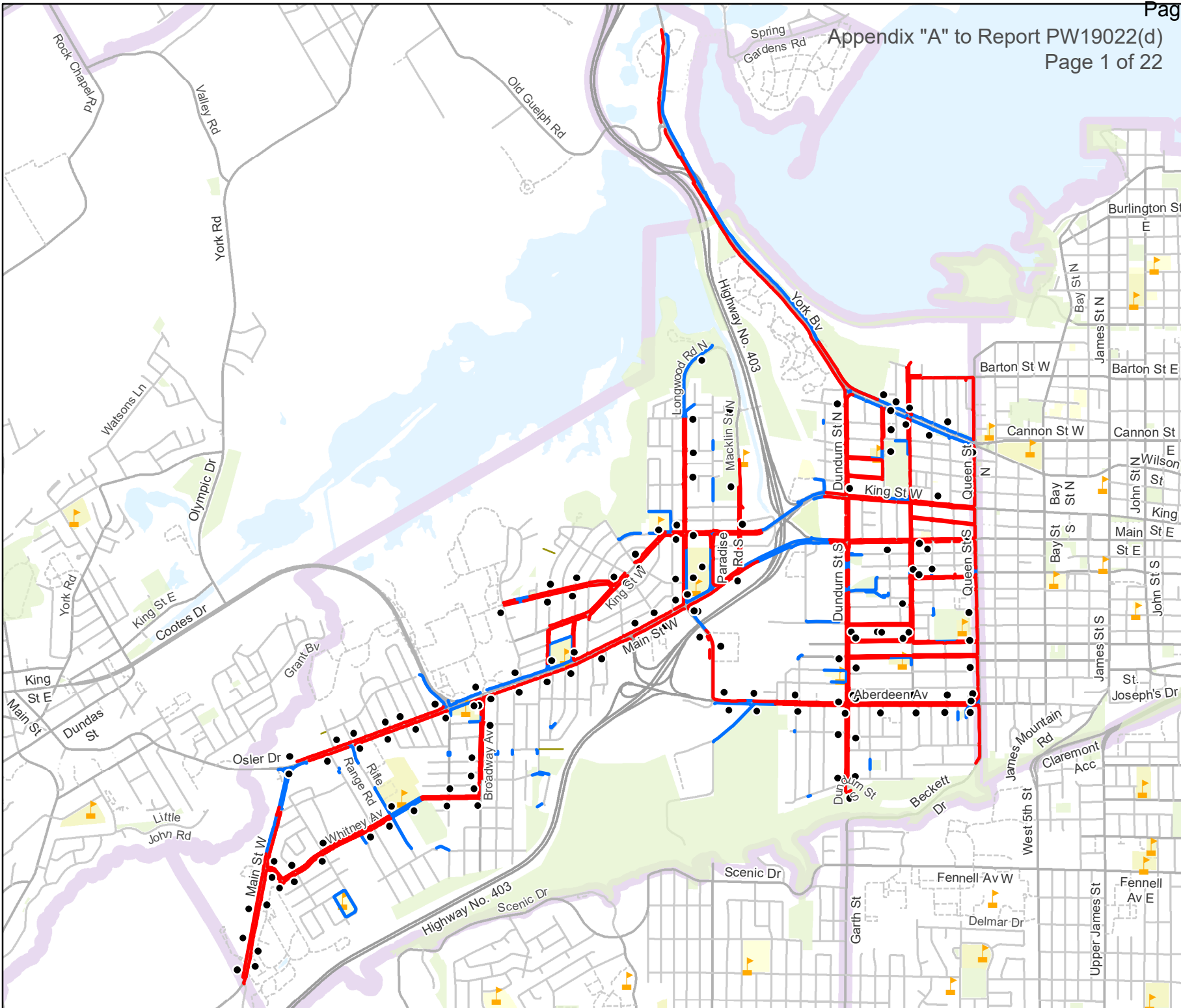
 Cleared Bus Stop

 Private road

 School

 Park

October 2021






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### Sidewalk Snow Clearing


### Current Routes and New Additions


### Ward 2


 Current  
14.22 km

 New  
51.06 km

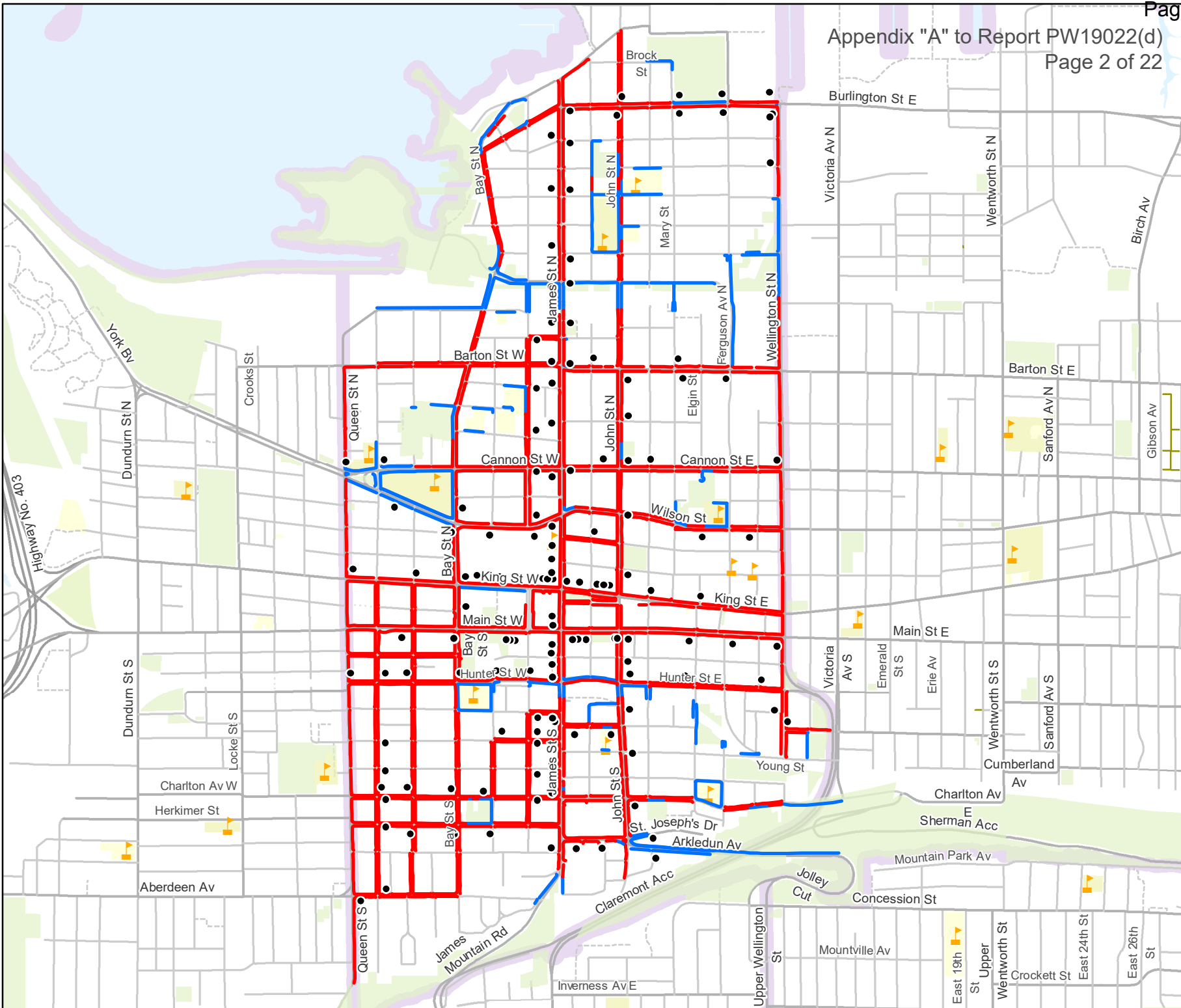
 Cleared Bus Stop

 Private road

 School

 Park

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### Sidewalk Snow Clearing


### Current Routes and New Additions


### Ward 3

 Current  
11.07 km

 New  
63.11 km

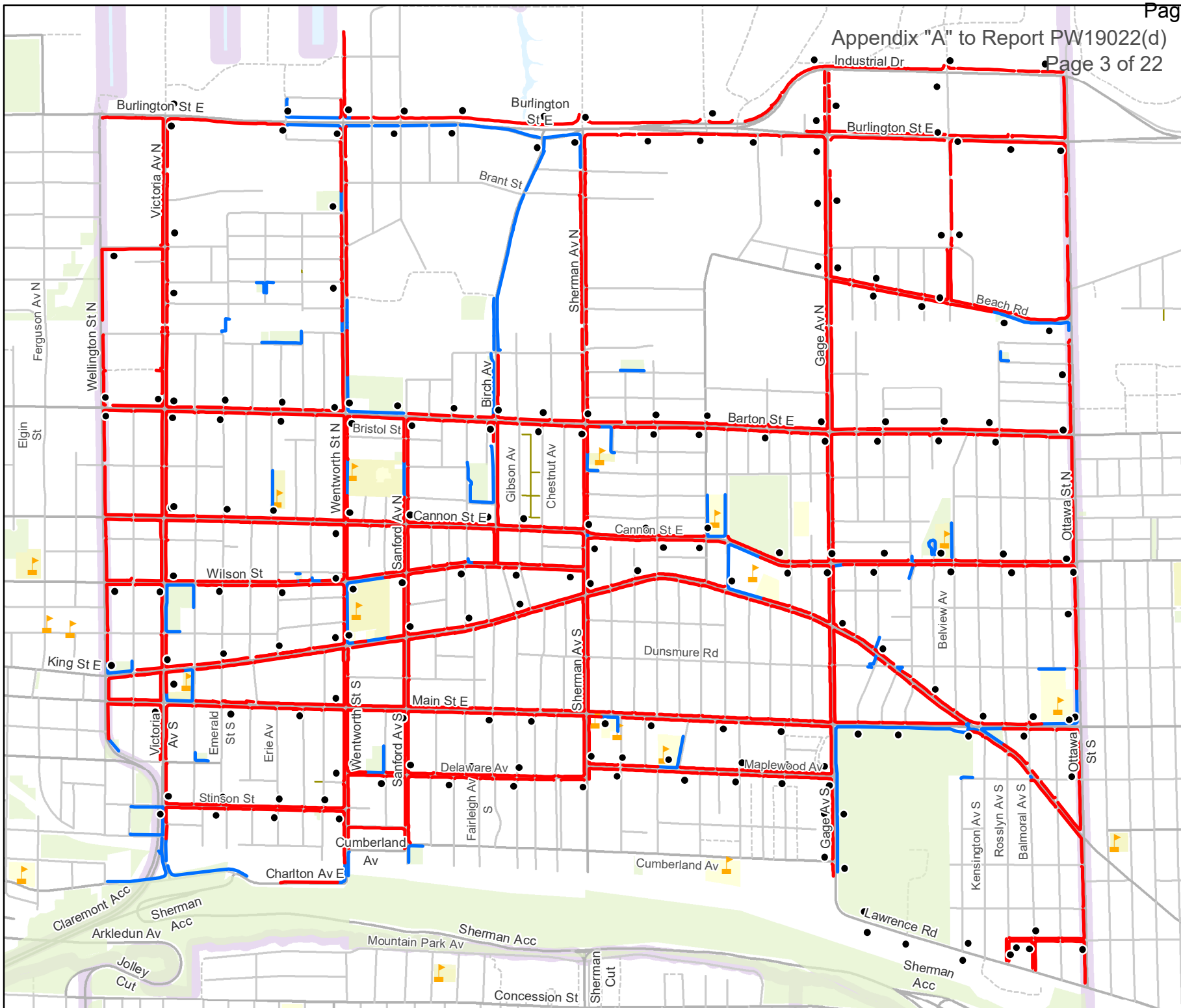
 Cleared Bus Stop

 Private road

 School

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### Sidewalk Snow Clearing

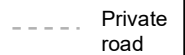
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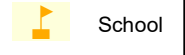
### Ward 4

 Current  
19.36 km

 New  
55.34 km

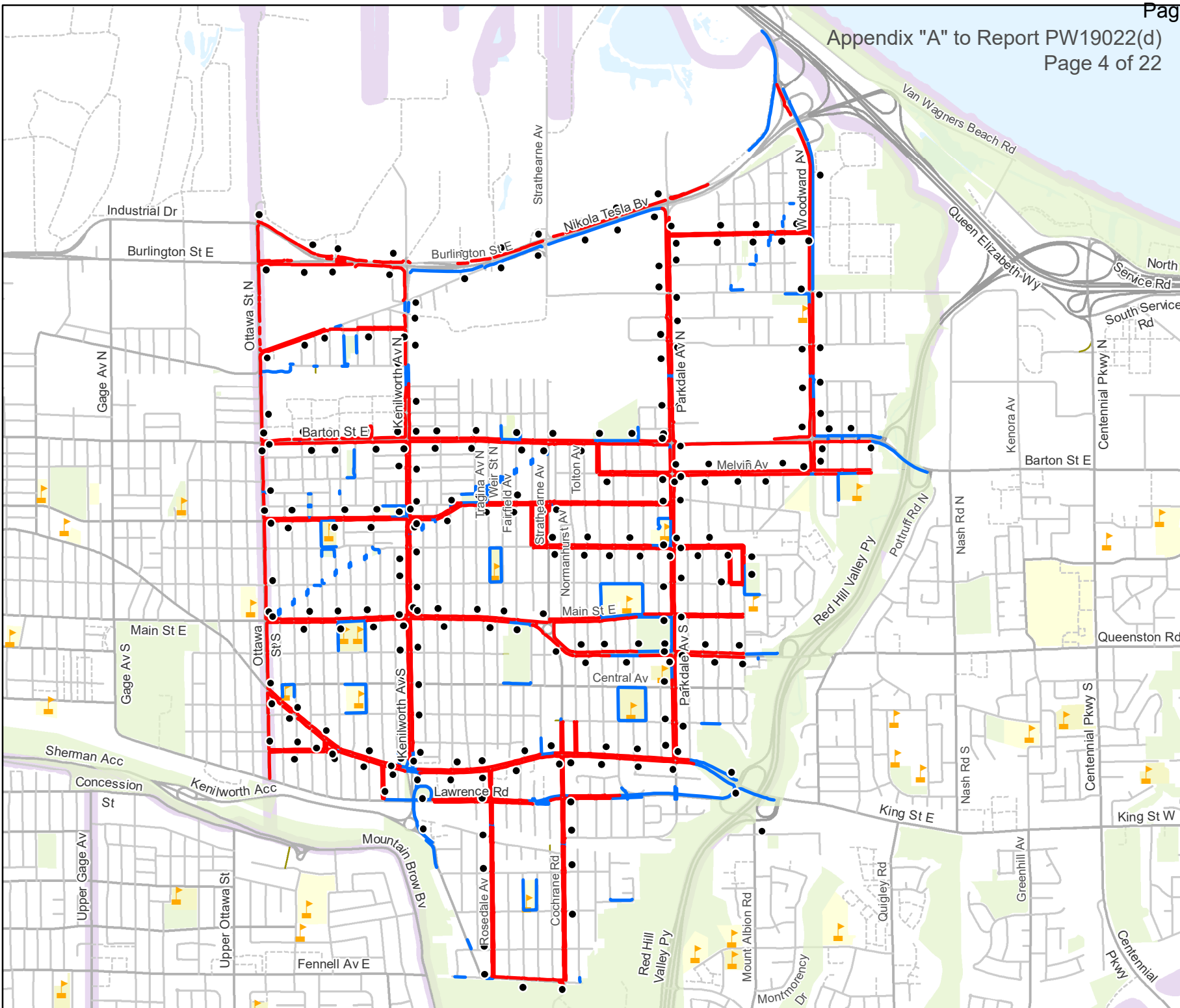
 Cleared Bus Stop

 Private road

 School

 Park

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### Sidewalk Snow Clearing

### Current Routes and New Additions

### Ward 5 Stoney Creek

Current  
24.95 km

New  
32.37 km

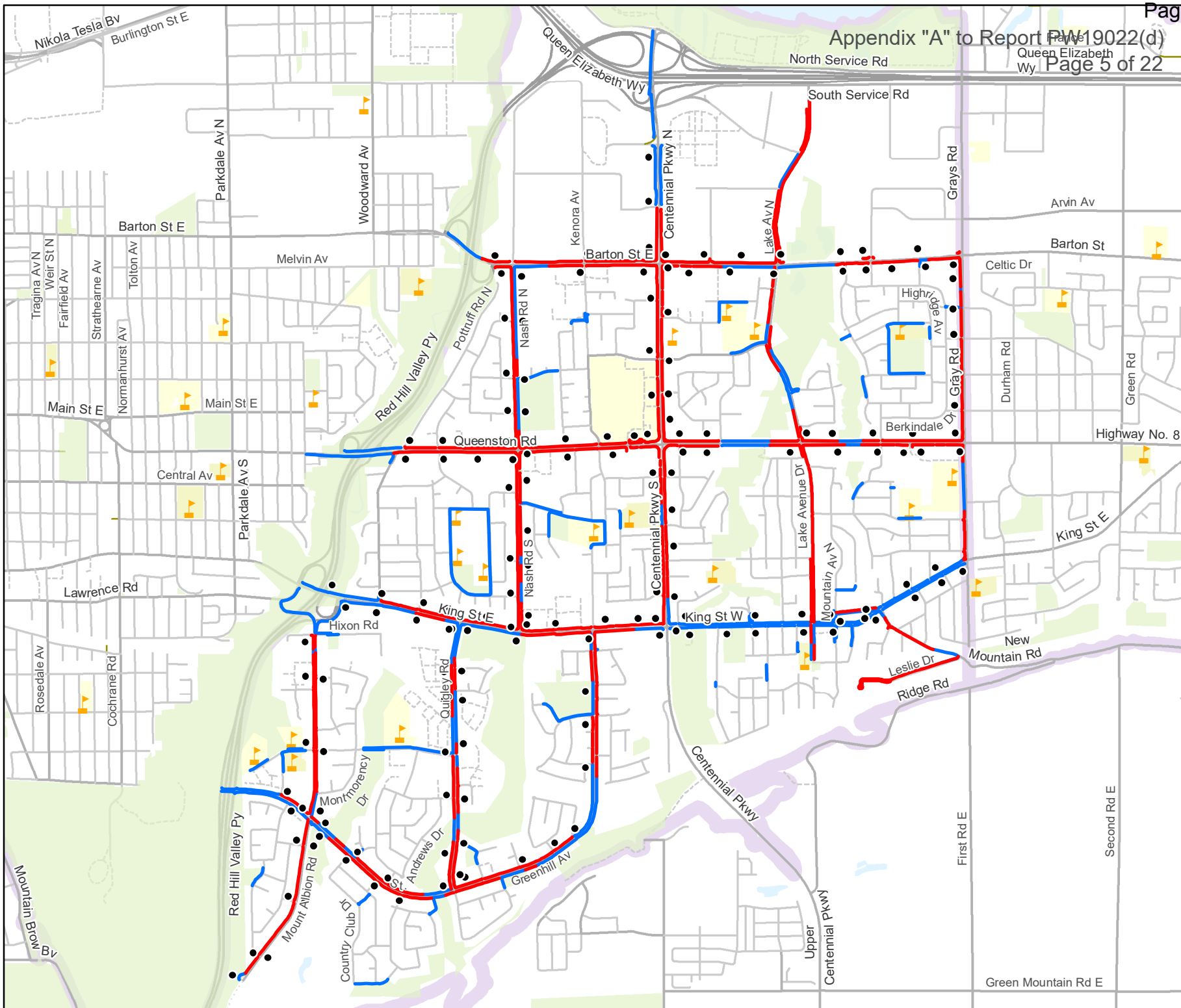
●  
Cleared Bus Stop

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Private road

🚦  
School

🌳  
Park

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### Sidewalk Snow Clearing


### Current Routes and New Additions


### Ward 5 Beach

 Current  
2.32 km

 New  
6.24 km

 Cleared Bus Stop

 Private road

 School

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### Sidewalk Snow Clearing

### Current Routes and New Additions

### Ward 6 North

Current  
11.21 km

New  
21 km

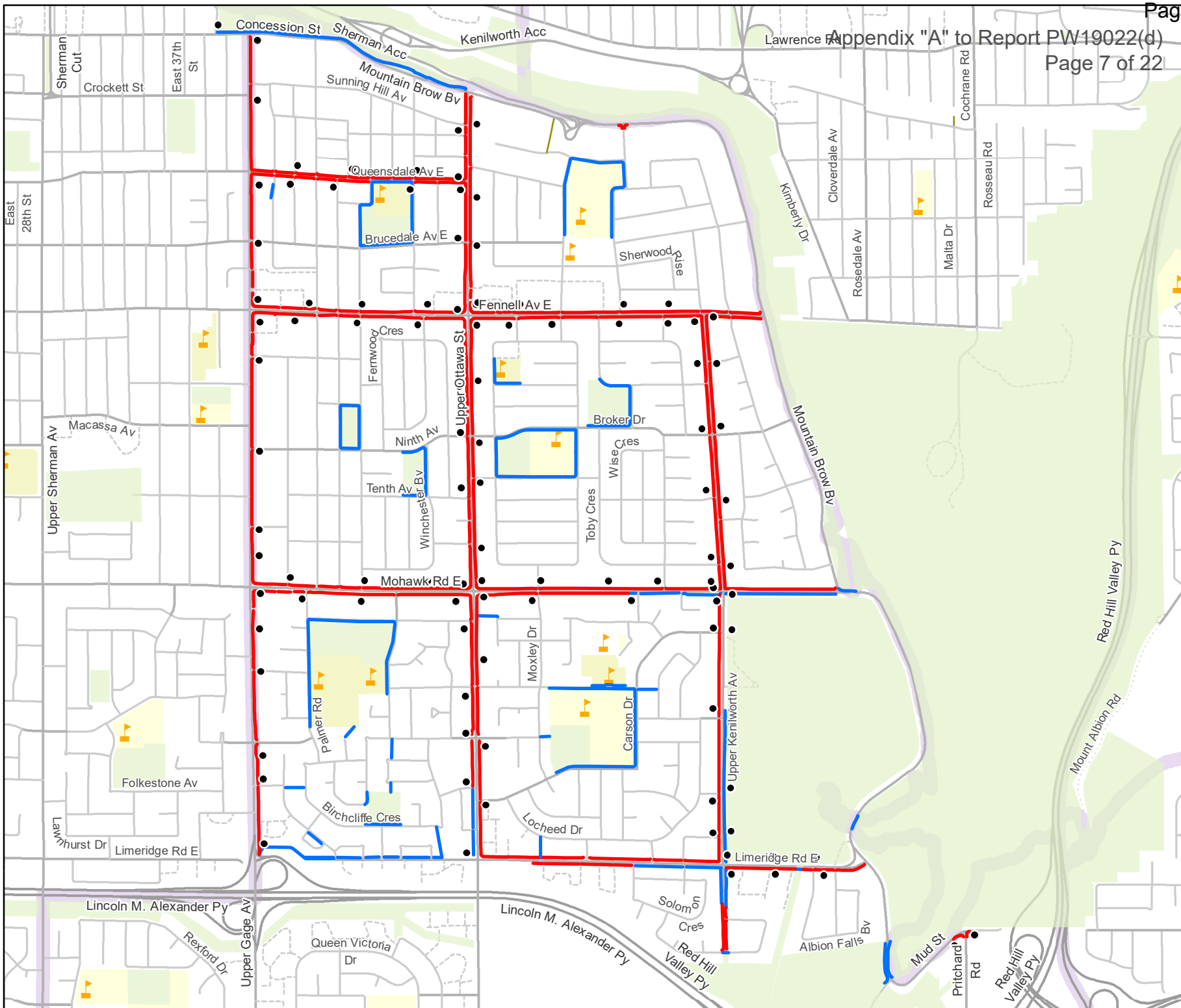
Cleared Bus Stop

Private road

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### Sidewalk Snow Clearing


### Current Routes and New Additions


### Ward 6 South

 Current  
14.69 km

 New  
10.63 km

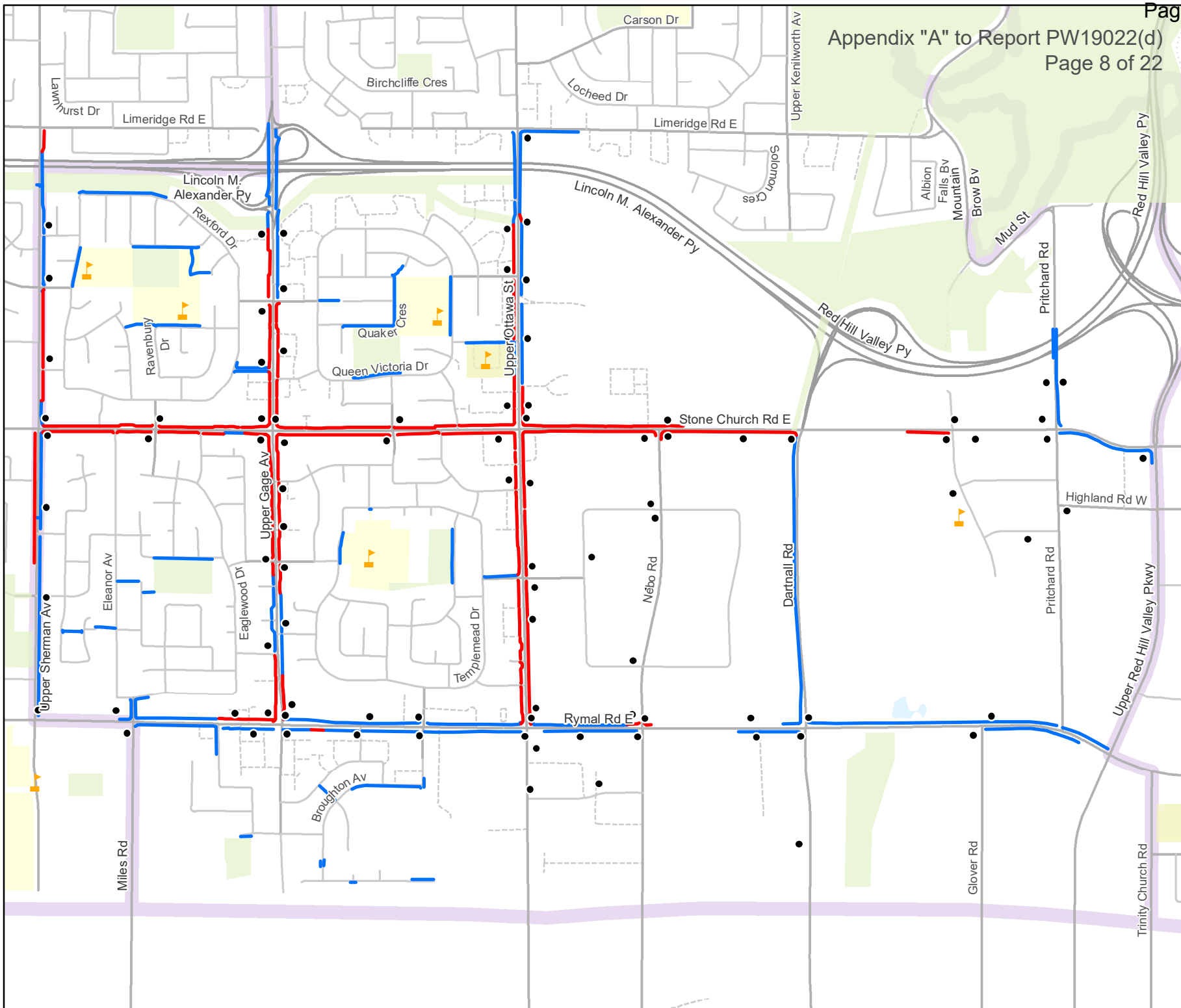
 Cleared Bus Stop

 Private road

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### Sidewalk Snow Clearing


### Current Routes and New Additions

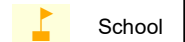
### Ward 7 North

 Current  
10.54 km

 New  
35.81 km

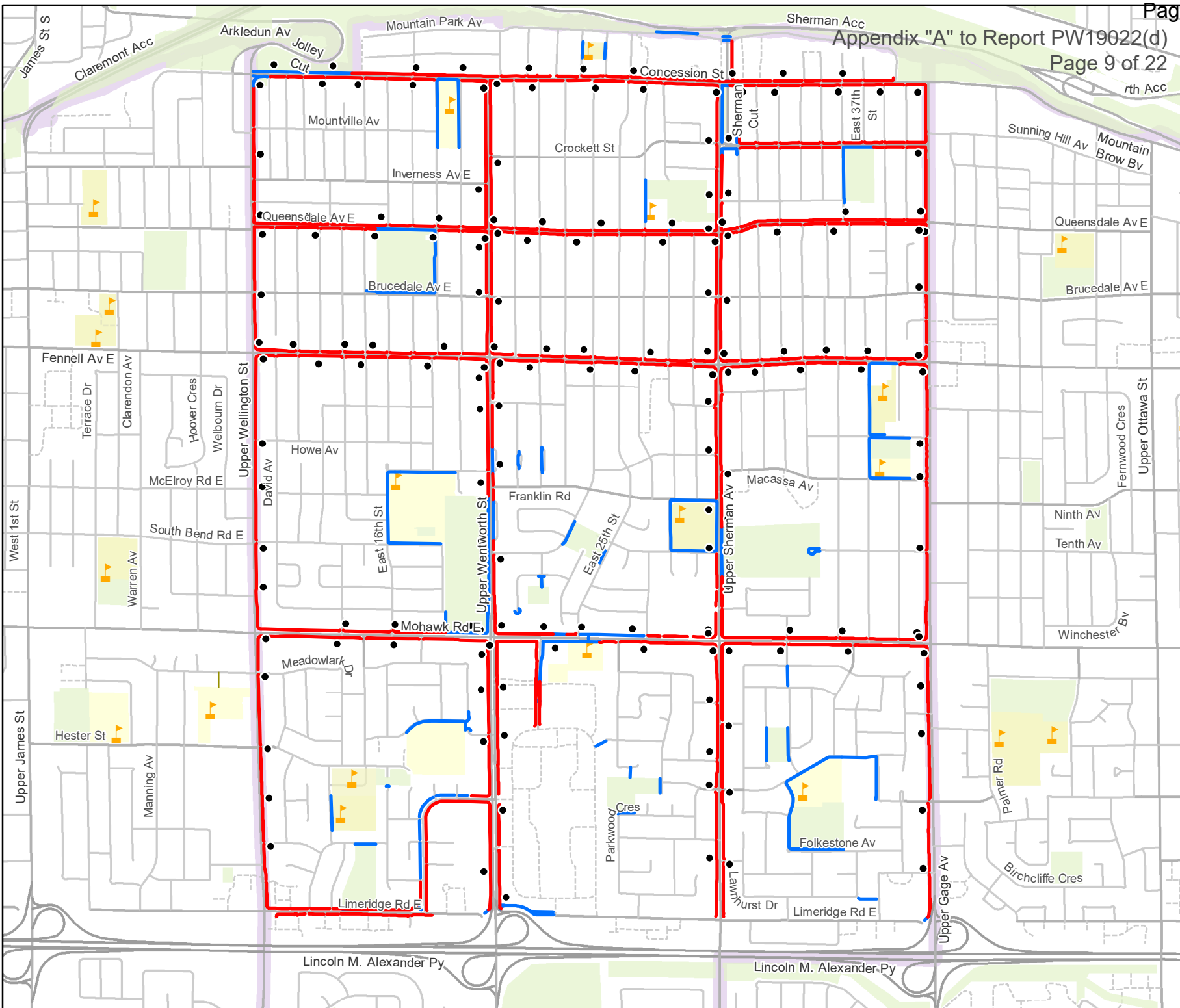
 Cleared Bus Stop

 Private road

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### Sidewalk Snow Clearing


### Current Routes and New Additions

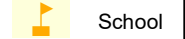
### Ward 7 South

 Current  
10.17 km

 New  
7.17 km

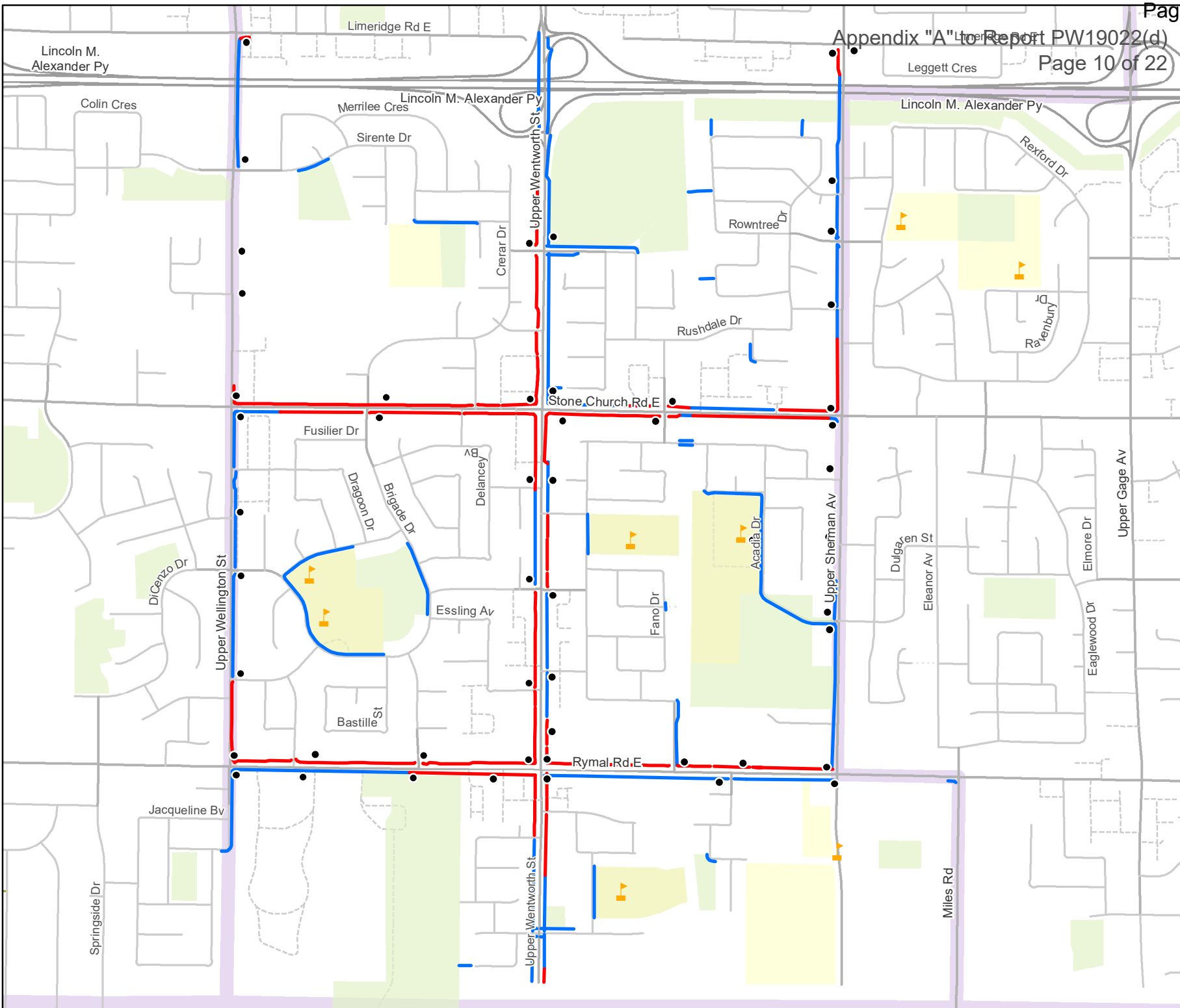
 Cleared Bus Stop

 Private road

 School

 Park

October 2021








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### Sidewalk Snow Clearing


### Current Routes and New Additions


### Ward 8 North

 Current  
9.82 km

 New  
26.83 km

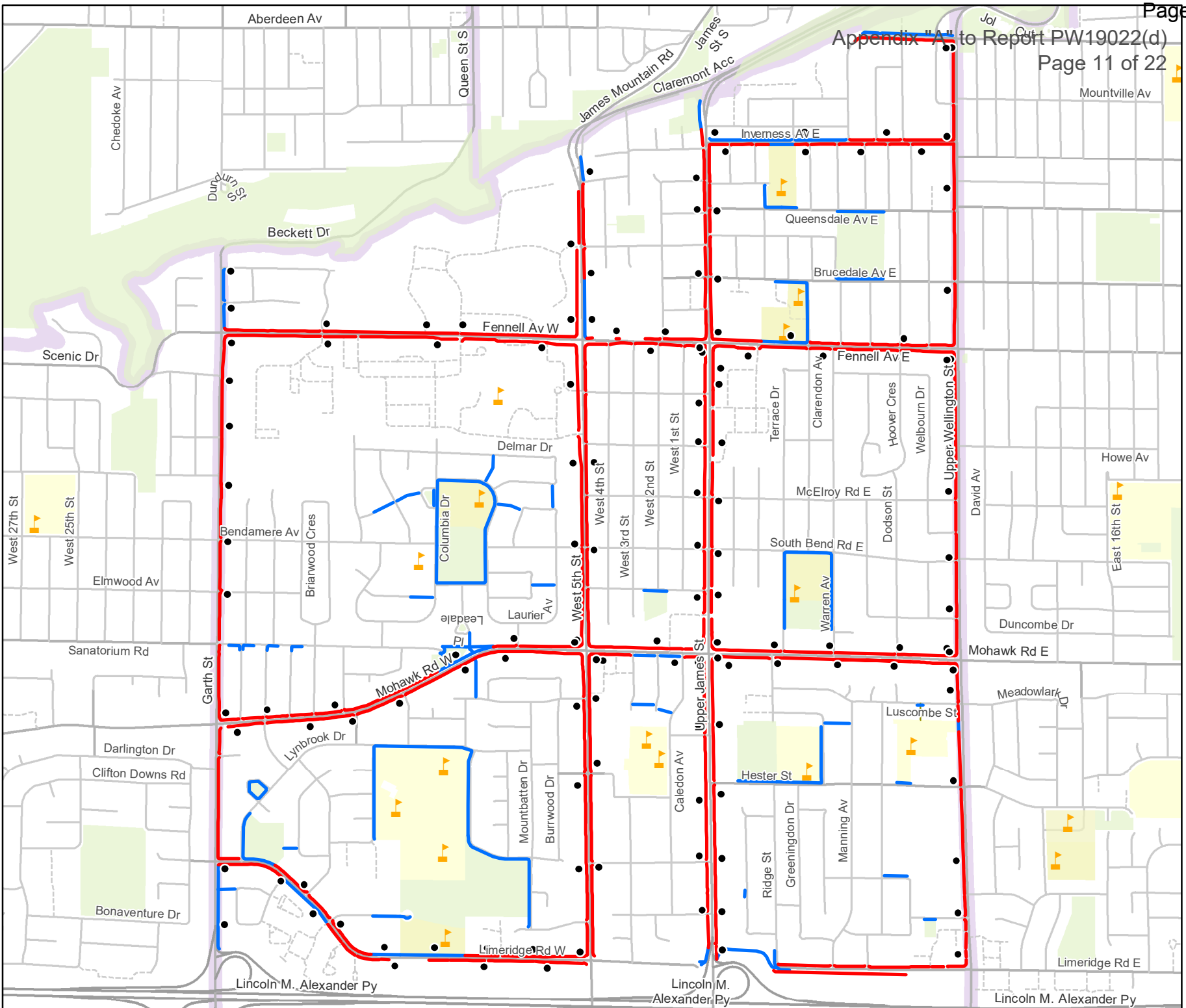
 Cleared Bus Stop

 Private road

 School

 Park

October 2021





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### Sidewalk Snow Clearing

### Current Routes and New Additions

### Ward 8 South

Current  
14.41 km

New  
11.31 km

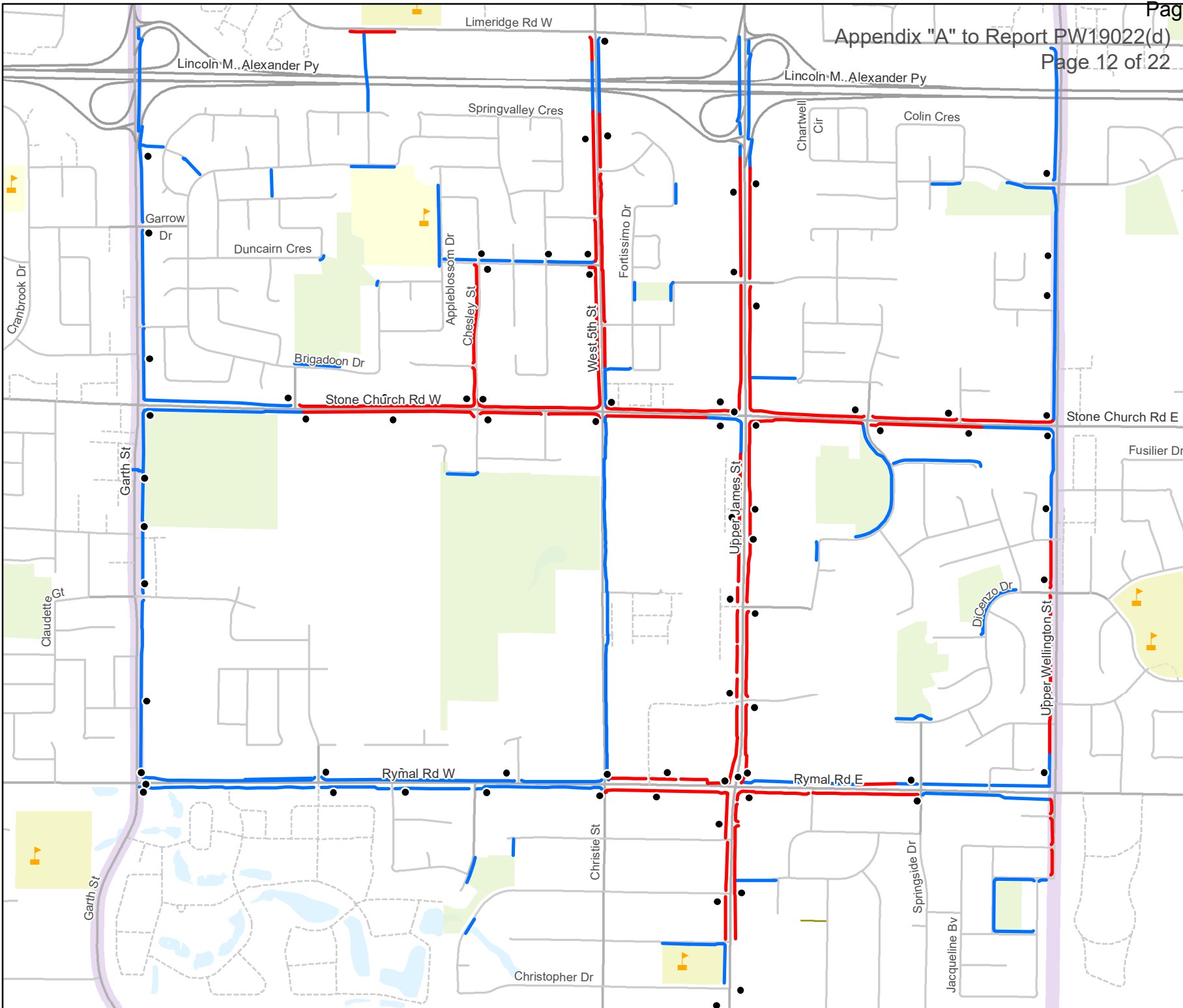
●  
Cleared Bus Stop

- - -  
Private road

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School

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Park

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### Sidewalk Snow Clearing


### Current Routes and New Additions

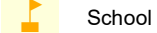
### Ward 9

 Current  
24.71 km

 New  
17.24 km

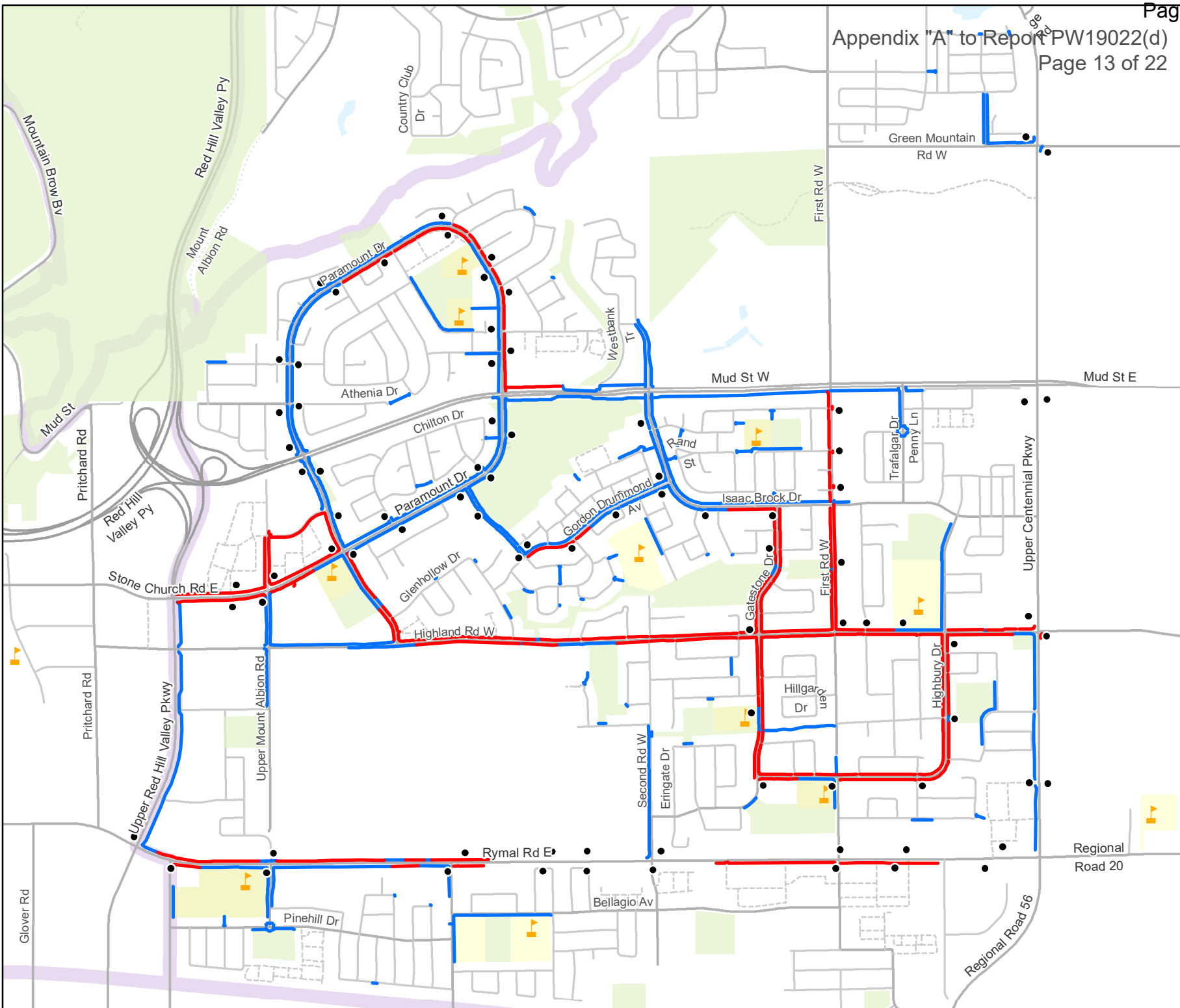
 Cleared Bus Stop

 Private road

 School

 Park

October 2021






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& Maintenance




### Sidewalk Snow Clearing


### Current Routes and New Additions


### Ward 10

 Current  
28.2 km

 New  
28.18 km

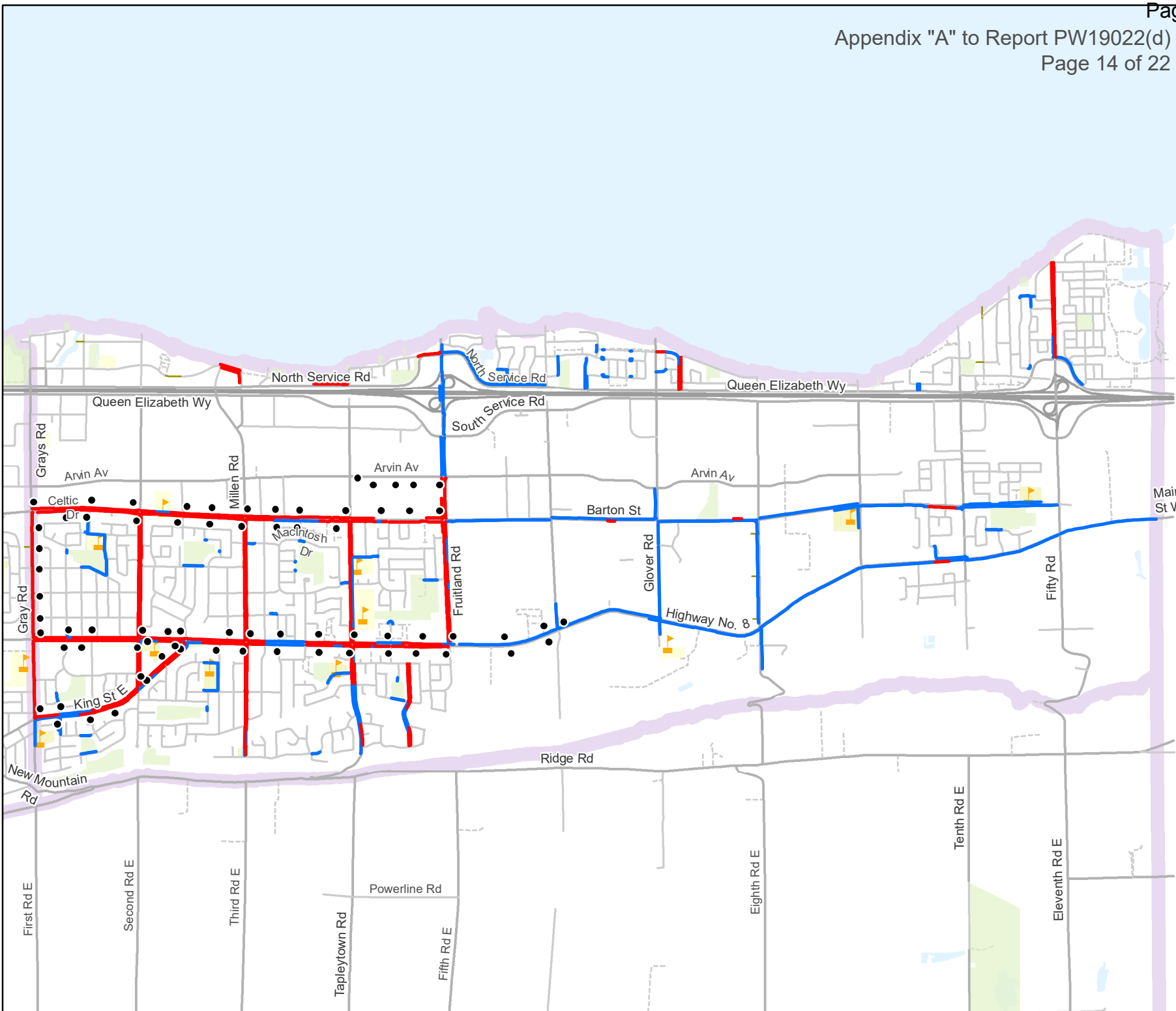
 Cleared Bus Stop

 Private road

 School

 Park

October 2021






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### Sidewalk Snow Clearing


### Current Routes and New Additions


### Ward 11


 Current  
14.46 km

 New  
4.02 km

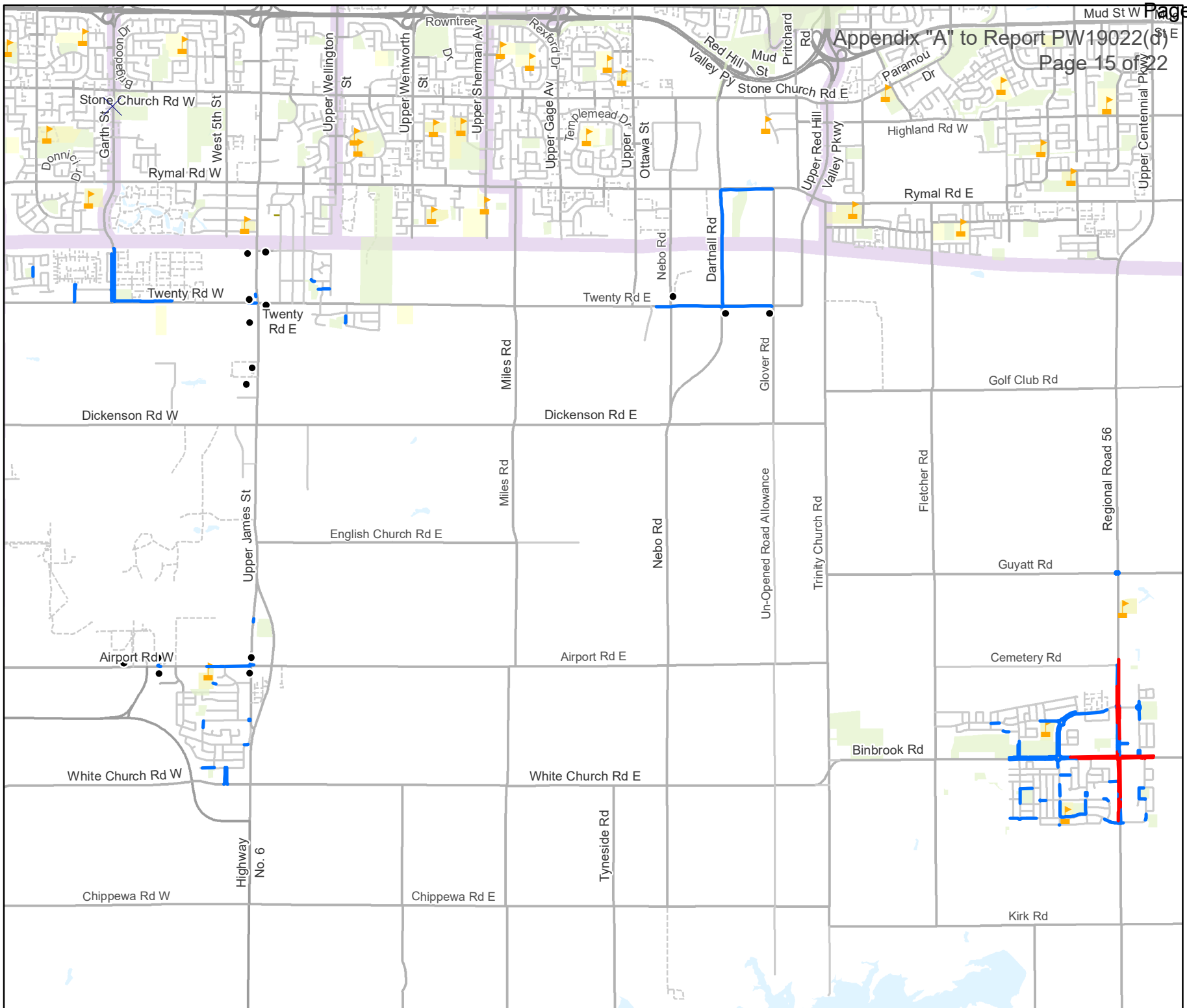
 Cleared Bus Stop

 Private road

 School

 Park

October 2021






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### Sidewalk Snow Clearing


### Current Routes and New Additions


### Ward 12 Ancaster

 Current  
101 km

 New  
0.67 km

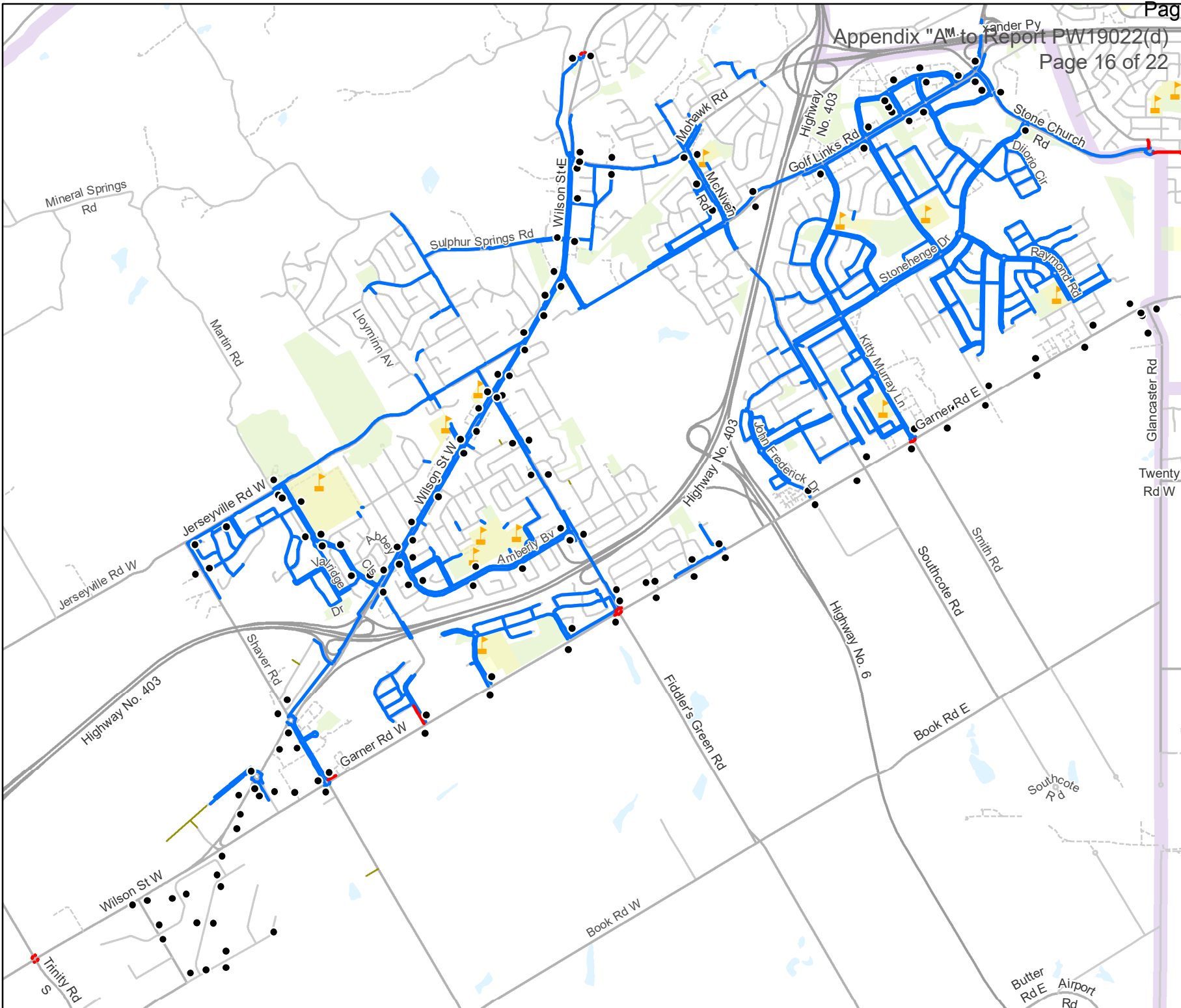
 Cleared Bus Stop

 Private road

 School

 Park

October 2021






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Transportation Operations  
& Maintenance



### Sidewalk Snow Clearing


### Current Routes and New Additions

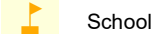
Ward  
12  
Rural


  
Current  
0.94 km

  
New  
1.11 km

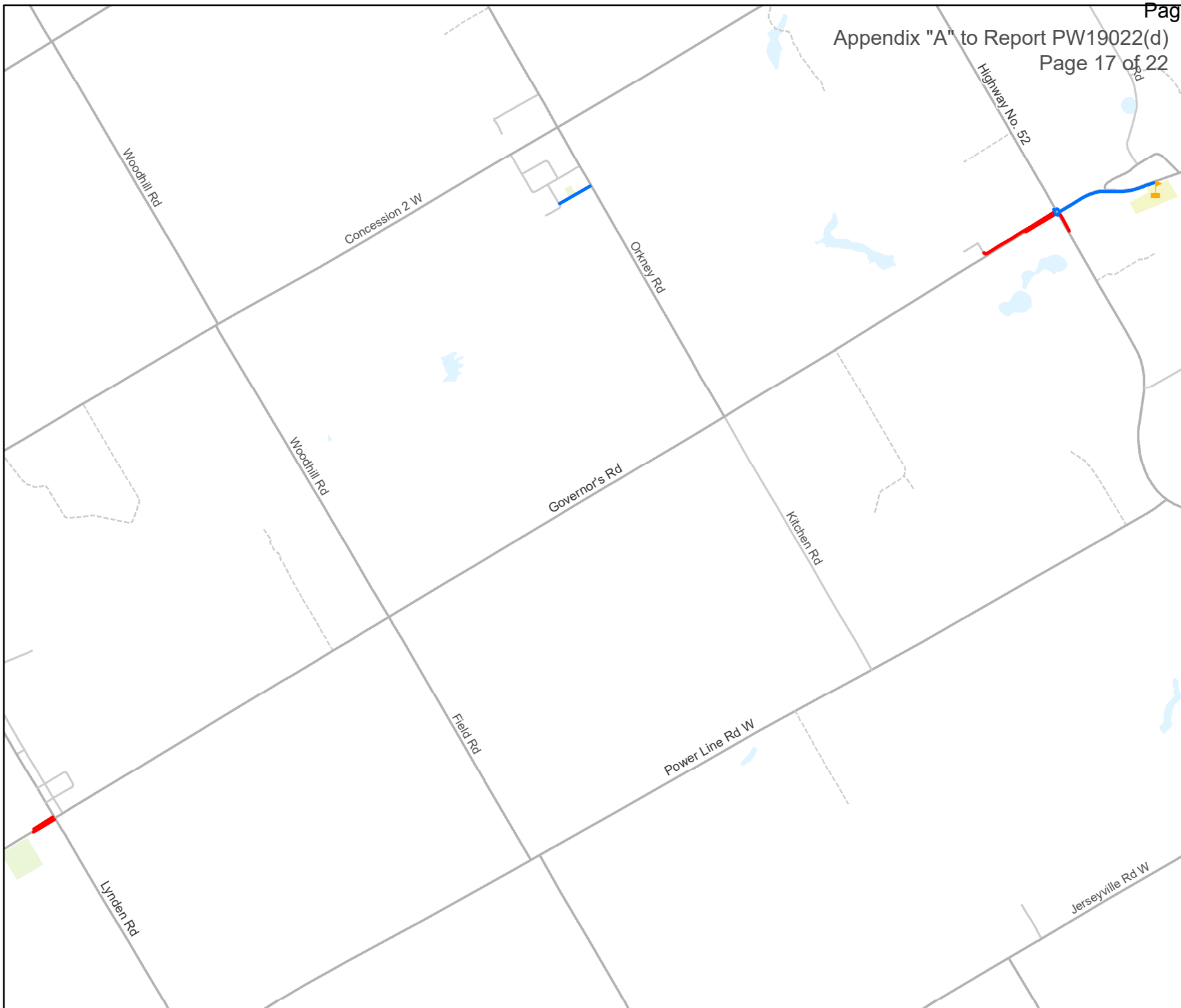
  
Cleared Bus Stop

  
Private  
road

  
School

  
Park

October 2021






Hamilton  
Transportation Operations  
& Maintenance



### Sidewalk Snow Clearing


### Current Routes and New Additions


### Ward 13

 Current  
18.93 km

 New  
21.17 km

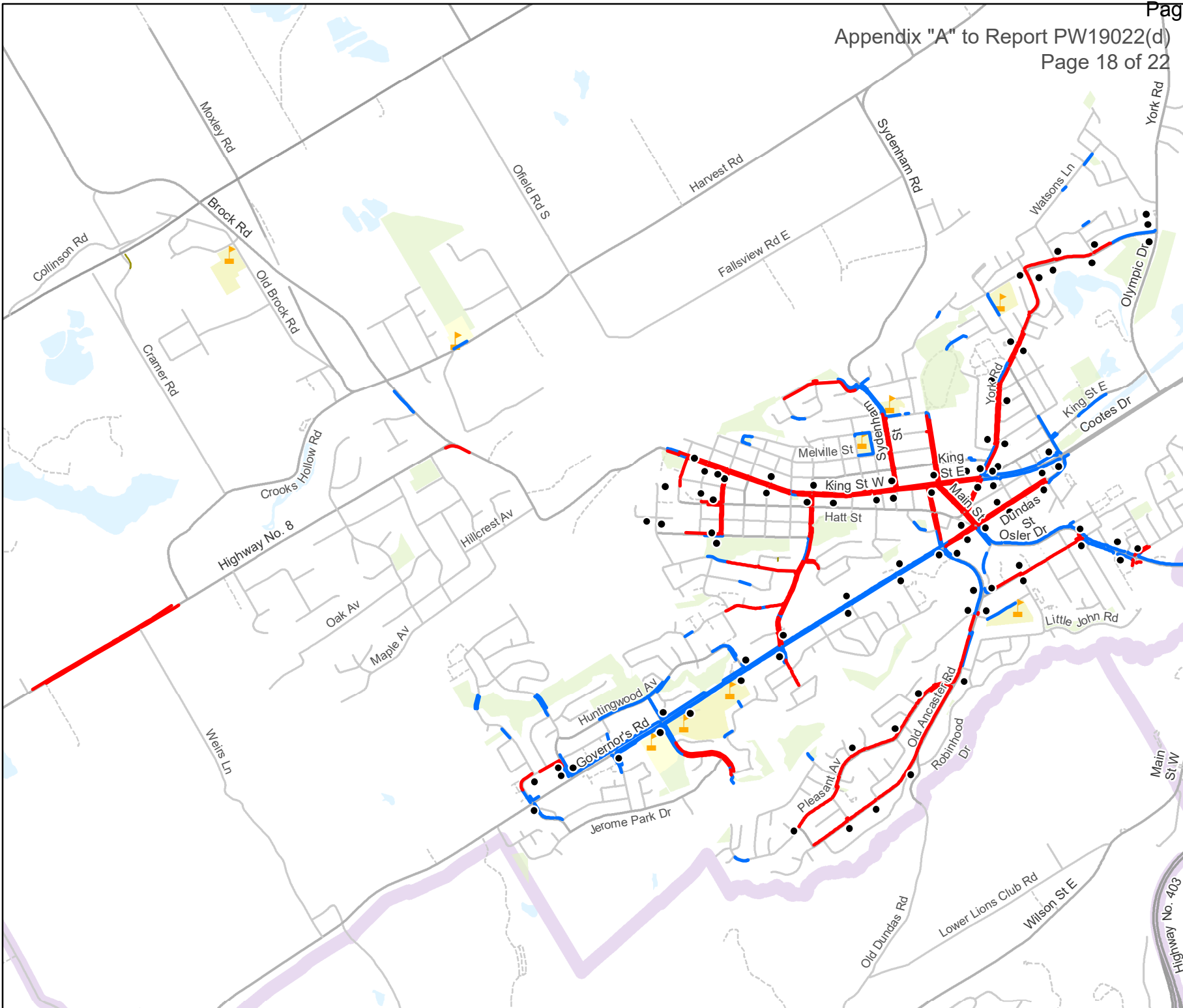
 Cleared Bus Stop

 Private road

 School

 Park

October 2021







Hamilton  
Transportation Operations  
& Maintenance



### Sidewalk Snow Clearing

### Current Routes and New Additions

### Ward 14 North

Current  
12.45 km

New  
18.91 km

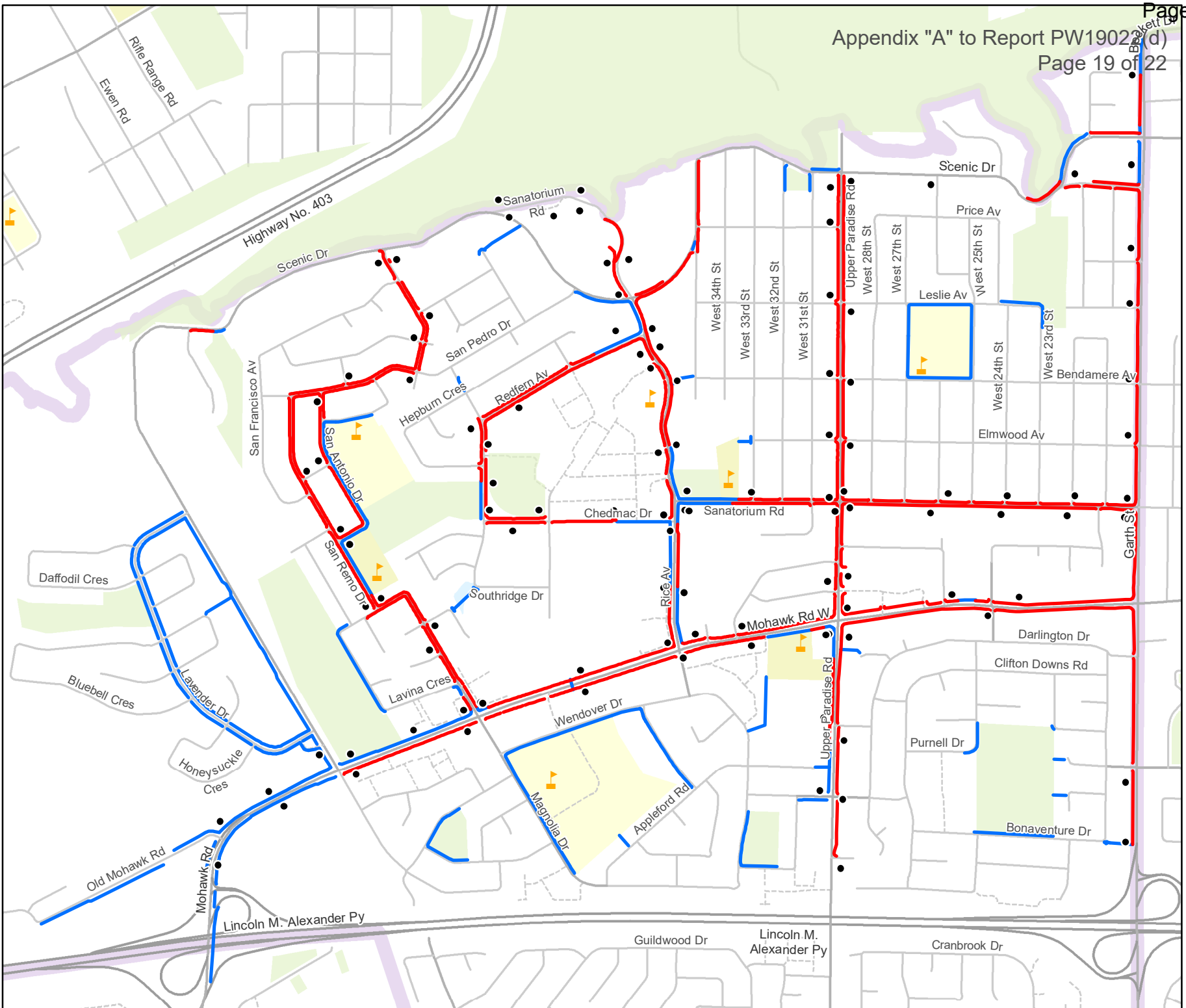
Cleared Bus Stop

Private road

School

Park

October 2021





Hamilton  
Transportation Operations  
& Maintenance



### Sidewalk Snow Clearing

### Current Routes and New Additions

Ward  
14  
South

Current  
8.28 km

New  
7.38 km

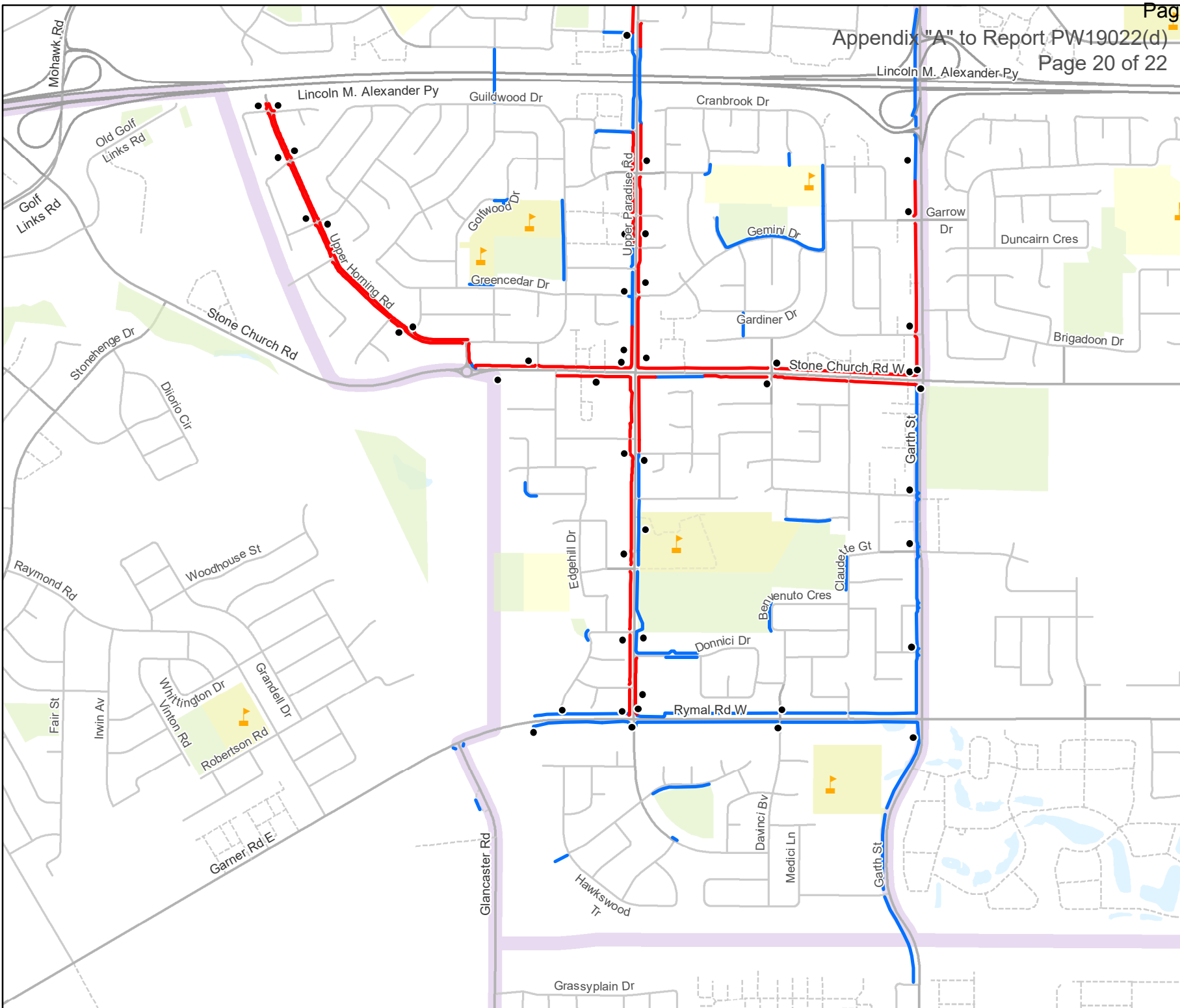
●  
Cleared Bus Stop

- - -  
Private road

🚦  
School

🌳  
Park

October 2021






Hamilton  
Transportation Operations  
& Maintenance



### Sidewalk Snow Clearing


### Current Routes and New Additions


### Ward 15 Waterdown

 Current  
22.19 km

 New  
6.7 km

 Cleared Bus Stop

 Private road

 School

 Park

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### Sidewalk Snow Clearing


### Current Routes and New Additions


### Ward 15 Carlisle


 Current  
2.48 km

 New  
0.34 km

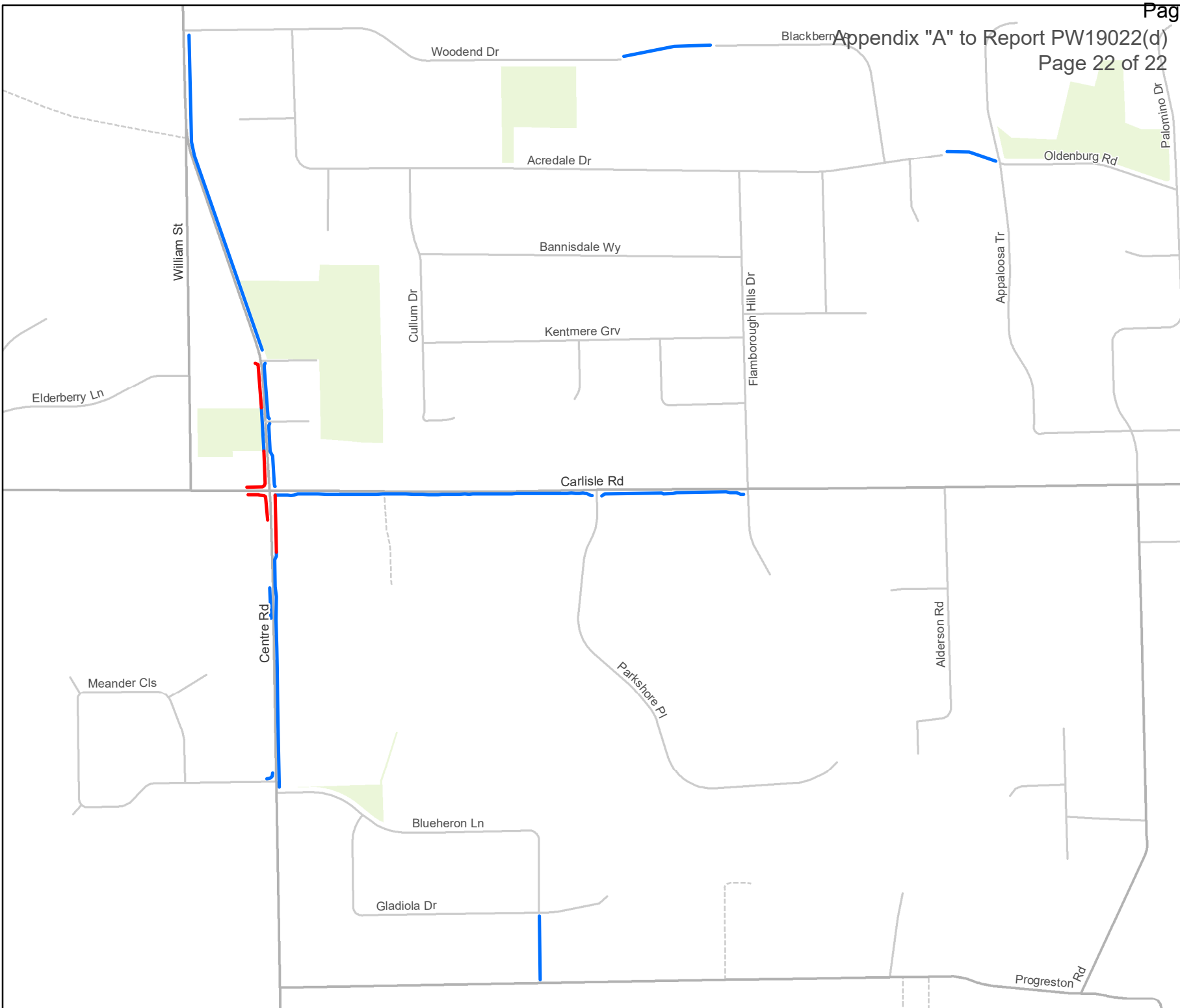
 Cleared Bus Stop

 Private road

 School

 Park

October 2021





**CITY OF HAMILTON**  
**PUBLIC WORKS DEPARTMENT**  
**Transportation Operations and Maintenance Division**

<b>TO:</b>	Chair and Members Public Works Committee
<b>COMMITTEE DATE:</b>	November 15, 2021
<b>SUBJECT/REPORT NO:</b>	Salt Management Plan Update (TOE02129(b)) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Bob Paul (905) 546-2424 Ext. 7641
<b>SUBMITTED BY:</b>	Mike Field Acting Director, Transportation, Operations & Maintenance Public Works Department
<b>SIGNATURE:</b>	

### RECOMMENDATIONS

- (a) That the 2021 City of Hamilton Salt Management Plan, attached to Report TOE02129(b) as Appendix "A", be approved as part of the City of Hamilton's Transportation Quality Management System; and
- (b) That staff be directed and authorized, subject to funding availability under operating budgets, to implement all aspects of the 2021 City of Hamilton Salt Management Plan.

### EXECUTIVE SUMMARY

A Salt Management Plan (SMP) provides the means through which an organization commits to implementing salt best management practices as it fulfils its obligation to provide a safe, accessible and efficient transportation system for the movement of people, goods and services across the City of Hamilton (City). The SMP sets out a policy and procedural framework for ensuring that the City continuously improves on the effective delivery of winter maintenance services and the management of road salt used in winter maintenance operations, as outlined in Environment Canada's Code of Practice for the Environmental Management of Road Salts.

The City of Hamilton developed its first Salt Management Plan in 2003. Following the plan, the City continued to take actions toward implementing best practices for salt

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**SUBJECT: Salt Management Plan Update (TOE02129(b))  
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management. The updated Salt Management Plan enable the City with continuing to provide a safe and efficient transportation system, while minimizing effects on the environment through prudent salt use.

Notable changes within the 2021 Salt Management Plan are:

- Condensed, specific accountability and expectations, plans and measures;
- Requirements regarding the Source Water Protection Plan and specific location maps;
- Salt Vulnerable Areas and information regarding the Clean Water Act;
- Minimum Maintenance Standard amendments, declaration of a significant weather event by-law; and
- Increased training and awareness to staff and contractors.

Environment Canada developed a Code of Practice for the Environmental Management of Road Salts to manage the risks posed by road salts, which was a requirement under the Canadian Environmental Protection Act (CEPA 1999). A key component of the Code of Practice is the commitment or endorsement of the plan at the highest level in the organization, therefore the updated Salt Management Plan is being submitted for Council approval.

**Alternatives for Consideration – Not Applicable**

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

**Financial:** The updated Salt Management Plan includes enhancements and other service delivery changes that may have a financial impact on the winter control program operating budget. The City of Hamilton currently allocates \$33.7 million each year for winter maintenance, including a winter material usage budget of \$6.8 million in 2021, consisting of brine, pre-wet beet-brine solution, salt, and sand/pickle. Any required budget changes to the winter control program as a result of this updated Salt Management Plan will be brought forward in accordance with the corporate process and policies followed for establishing the annual Tax Operating Budget.

**Staffing:** N/A

**Legal:** N/A

**SUBJECT: Salt Management Plan Update (TOE02129(b))  
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## **HISTORICAL BACKGROUND**

In 2001, Environment Canada released an assessment report indicating that road salts are entering the environment in large amounts and posing a risk to plants, animals, lake and stream ecosystems and groundwater. The report recommended that salt be designated toxic under the Canadian Environment Protection Act (CEPA). Road salt is not currently designated as a toxic substance and Environment Canada has not banned the use of road salts but have encouraged users to develop management strategies.

In 2003 Council approved Report TOE02129(a) - Road Salt Management Plan as part of the City's Integrated Management System. This report included information regarding training, material pre-wetting, weather service, and salt storage facilities. Subsequently several projects that were completed, including salt storage structures at the Rymal Road, Brock Road, and Shaver Road Public Works Yards in 2007, which allow for the entire City's salt and abrasive materials to be stored under cover and on impermeable storage and loading pads.

In 2011, a new truck wash-bay with an oil/grit separator was constructed at the Rymal Road Public Works Yard. This was the first step taken in the City controlling the wash-water run off prior to the water entering the storm sewer system.

In 2018 Council approved Information Report PW18016 Where's My Plow, which provided an update regarding the feasibility of creating a Where's My Plow system to allow citizens to monitor the City's in-house and contracted snow removal services. In November of 2018, a website was implemented which provides public facing access.

On May 3, 2018, Ontario Regulation 239/02 - Minimum Maintenance Standards (MMS) for Municipal Highways was amended and included changes related to winter maintenance, specifically ice/snow accumulations/inspections on sidewalks, levels of service for bike lanes and the frequency of weather monitoring.

For the 2020/2021 winter season the City modified staffing to a three-shift model. This allowed for enhanced 24/7 coverage, Monday through Friday, and enhanced response times to winter events while reducing overtime pressures.

Additionally, beginning in the 2020/2021 winter season the Area Maintenance contract was tendered for competitive bidding, of which EMCON was the successful bidder replacing IMOS. The contractor is fully responsible for patrolling and winter maintenance activities in compliance with MMS and City levels of service on major roadways such as the Lincoln M. Alexander Parkway, Red Hill Valley Parkway, Highway 5 and Upper Centennial Parkway.

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In February of 2021, Council approved Report PW18096a - Maintenance Standards for Municipal Highways Policy, which affirmed the City's approach to the maintenance of transportation system infrastructure. The policy dictates levels of service for all maintenance activities including winter control.

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

The proposed 2021 City of Hamilton Salt Management Plan is in alignment with and supports the Canadian Environment Protection Act (CEPA), Source Protection Plan (SPP) Policies, Ontario Regulation 239/02 - Minimum Maintenance Standards (MMS) for Municipal Highways and Maintenance Standards for Municipal Highways Policy (PW18096a).

**RELEVANT CONSULTATION**

The following internal and external parties have been consulted in the development of this report:

City of Hamilton Departments/Divisions:

- Chief Road Official
- Hamilton Water - Water Wastewater System Planning;
- Transportation Operations & Maintenance: Business Initiatives; and
- Legal and Risk Management Services, Finance & Administration.

External:

- Conservation Halton - Source Water Protection; and
- Hamilton Conservation Authority.

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

Salt Management Plan

The SMP strives to minimize the amount of salt entering the environment by including best salt handling practices and new technologies to ensure its most effective use on roadways and sidewalks. Transportation Operations and Maintenance currently uses the following industry standard technologies and strategies in its approach to salt use and winter operations:

- Computerized Spreader Controllers - Electronic controllers ensure that a consistent amount of salt is being placed on roadways and provide data that permits salt use to be tracked.



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- Automatic Vehicle Location (AVL) - AVL systems are installed in plows and spreader equipment and aids in tracking salt usage, monitoring equipment location, operational speeds, and public concerns (<http://hamilton.plowtracker.com/>).
- Spreader Calibration - All plow truck spreaders are calibrated prior to the start of the winter season, and again during the winter season when a plow truck is in for maintenance. The pre-set spreader rate settings are verified during the calibration process. Effective placement of salt depends on accurate calibration of spreaders and ensures that the equipment is functioning properly.
- Onboard Pre-wetting - Pre-wetting of road salt with a pre-wetting agent helps the material to adhere to roadways by reducing bounce and scatter of material when discharged from spinners. Pre-wetting also assists in activating material faster and enhances salt melting capability thereby reduces usage needs. All City and contracted roadway plow trucks are equipped with onboard prewetting systems.
- Direct Liquid Application (DLA) – DLA, also known as ‘brining’, reduces the amount of sodium chlorides required by approximately 10 times by preventing formation of the bond between ice/snow and the pavement. DLA is also effective as a pre-treatment for frost events and to prevent black ice from forming.
- Weather Forecasting – Effective use of salt is dependent upon timely snow and ice control decision-making, which in turn depends on up to date weather information. Detailed weather data through a weather subscription provides real time and forecasts which enhances Transportation Operations & Maintenance’s ability to make efficient snow and ice control decisions.
- Winter Patrolling – Accurate monitoring of winter maintenance activities provides effective snow and ice control decisions leading to timely and efficient use of salt.
- Snow and Ice Control Training – Transportation Operations & Maintenance regularly provides training regarding the snow and ice control program for both internal and external resources.
- Regular Inspection of Salt Storage Facilities - All City yards are inspected at the beginning of each winter season to identify any defects in the storage facilities for repair.
- Coordinated Salt Delivery – Salt delivery is coordinated during non-inclement weather and stored in a way to minimize spillage and/or seepage.

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### Material Use

Based upon a 10-year average of material usage, the City uses approximately 61,346 tonnes of salt and 12,339 tonnes of sand/salt mix per winter season.

The following identifies seasonal tonnage of salt and abrasive material used per season between 2011 and 2021 winter control seasons. A winter control season is defined as running from November through April of the following year.

Winter Season:	Salt Usage (tonnes):	Sand Mix Usage (tonnes):
2011-2012	39,988	8,370
2012-2013	55,384	10,076
2013-2014	110,173	27,804
2014-2015	82,111	16,619
2015-2016	51,500	6,678
2016-2017	46,757	9,671
2017-2018	69,280	17,536
2018-2019	50,616	17,691
2019-2020	52,710	5,243
2020-2021	54,936	3,702
Total:	613,455	123,390

The SMP aims to reduce the amount of salt required to achieve the City's Maintenance Standards for Municipal Highways Policy without compromising public safety and demonstrates Hamilton's commitment to be an environmentally responsible municipality.

### Salt Management Plan Changes

An assessment of current practices against recommended best management practices was undertaken as part of the 2021 update of the SMP. The following initiatives and best practices were incorporated into the SMP:

- An additionally scheduled equipment calibration procedure to include a mid-season verification;
- Identification and review of salt vulnerable areas in order to remain current with technological and legislative changes;
- Additional internal training on new equipment and refresher training and evaluations;
- Review of current spreader control and current AVL/GPS for material usage;
- End of season review of route structure and examination for areas of service optimization and possible salt reduction;

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- Review of the pre-wet storage facilities and future needs for filtration systems in order to stay current with legislative changes;
- Review of potential locations for new fully regulated snow management disposal sites and development of a disposal site management plan; and
- Researching of a suitable location in the lower City, purchase of land and construction of a snow management facility.

Future costs associated with the initiatives and best practices in the 2021 Salt Management Plan will be identified in future Operating or Capital budget submissions.

The updated SMP will become a component of the overall Transportation Quality Management System (TQMS) Operational Plan. The TQMS is a framework that documents processes, procedures, and responsibilities to safely, effectively and efficiently maintain and operate the transportation system while meeting applicable legislative and regulatory requirements.

#### Environmental Impacts

While the use of road salt is critical to maintaining safe winter roadway conditions, its excessive use can have negative impacts on the environment. Road salt is environmentally impactful, and it is important to carefully manage and only apply in quantities that is necessary to achieve safe use of the transportation system.

Road salt eventually runs off roadways and into drainage systems. Stormwater runoff enters the environment through three primary pathways; overflow of combined sewer systems that discharge to nearby surface water, infiltration into the ground and spray caused by traffic and wind. As a result, the use of road salt during winter operations has the potential to impact the environment in a variety of ways.

- Aquatic Habitat - High concentration of chlorides during spring runoff and continuous levels of chloride present in the groundwater discharging may adversely impact aquatic habitat.
- Vegetation - High concentrations of salt in soil, groundwater and salt spray from roadways can damage roadside vegetation such as trees, shrubs and grass.
- Soil Impacts - The sodium in road salt can react with soil and can cause increased hardness, increased pH and reduced permeability for some soil types. These characteristics in the roadside soils can adversely affect the fertility of the soils and their ability to grow plants.
- Wetlands - Swamps, marshes and other types of wetlands can be impacted where runoff is directed to adjacent natural vegetation features. The runoff may

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- enter the wetland through a natural course or roadside ditch and with high chloride levels there is the possibility of a reduction in the overall diversity of the wetland.
- Wildlife - Pondered runoff can serve as a salt source for wildlife. These animals are often attracted to the roadside where there is a high spring salt concentration. The presence of wildlife near roadways is hazard for both wildlife and road users.

#### Source Water Protection Group

Hamilton Water monitors and tests for chlorides in the raw drinking water supply from Lake Ontario, with increased sampling since 2017.

The Halton-Hamilton and the Grand River Source Protection Plans have Policies related to the application, handling and storage of road salt in vulnerable areas. The Source Water Protection group, through the City's Risk Management Office, implements the Source Protection Plan (SPP) Policies.

In addition to the SPP policies related to screening proposals for salt storage facilities and establishment of Risk Management Plans, there are requirements for the development of education and outreach campaigns for the private, public sector and general public about the impacts of road salt on drinking water sources and the use of best management practices. The Source Water Protection group is implementing these requirements through general information and updates on the City's website - <https://www.hamilton.ca/source-water-protection> - and also through targeted awareness sessions.

The Source Water Protection group provided winter operations onboarding road salt training in the fall of 2018 and 2019. The objective was to provide awareness to area maintenance contractors and front-line operators in Transportation Operations & Maintenance about the Clean Water Act, Source Protection Plans, water quality vulnerable areas and Wellhead Protection Areas (WHPA's) on the impacts on drinking water sources from handling, storage and application of road salt.

#### Salt Management Reporting and Metrics

In December 2014, Environment and Climate Change Canada set seven performance indicators and national targets in order to monitor the effectiveness of the Code of Practice for the Environmental Management of Road Salts. The seven performance indicators with six targets set for 2019 and one for 2024 that fall under four main activities of the Code of Practice; adoption of the Code, salt storage, salt application and salt-vulnerable areas are as follows:

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- Performance indicator 1: “Submission of annual reports” represents the number of road organizations reporting regularly. The purpose of this indicator is to increase the level of implementation of the Code and best practices in road salt management.
- Performance indicator 2: “Annual review of salt management plan” represents the percentage of road organizations that annually review their salt management plan.
- Performance indicator 3: “Storage of road salts” represents the percentage in tonnes of road salts stored under a permanent roof and on impermeable pads.
- Performance indicator 4: “Storage of treated abrasives” represents the percentage in tonnes of treated abrasives (blended sand and salt) that are stored under cover, either under a tarp or under a permanent roof.
- Performance indicator 5: “Groundspeed electronic controllers” represents the percentage of vehicles equipped with groundspeed electronic controllers.
- Performance indicator 6: “Optimization of salt application” indicates if organizations are adopting practices that enhance their salt application techniques to optimize their use of salt either by using pre-wetting or pre-treated salts.
- Performance indicator 7: “Salt-vulnerable areas” indicates if organizations have identified salt-vulnerable areas and if an action plan has been prepared with the purpose of protecting those areas that are particularly sensitive to road salts.

The City of Hamilton currently satisfies performance indicators 1 through 6 and Transportation Operations & Maintenance will work with the City’s Watershed Management group, particularly the Source Water Protection group, on performance indicator 7, which is nearing completion on identifying all salt vulnerable areas.

The 2020 Environment and Climate Change Canada report can be accessed at the following link:

<https://www.canada.ca/en/environment-climate-change/services/pollutants/road-salts/code-practice-environmental-management-overview-data-2014-2019.html>

## **ALTERNATIVES FOR CONSIDERATION**

N/A

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**ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN**

**Healthy and Safe Communities**

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**Clean and Green**

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

**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 TOE02129(b) – 2021 City of Hamilton Salt Management Plan



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# INTRODUCTION

The City of Hamilton has approximately 6,500 lane kilometers of roadways within the framework of a classification system, which provides for the safe, efficient and affordable means of transportation for pedestrians, cyclists and motorists.

Road salt (primarily sodium chloride) is the conventional deicing/anti-icing chemical for maintaining winter safety because of its cost, effectiveness and ease of handling. The amount of salt used is a function of level of service policies, budgets, the transportation network, weather conditions and operational practices.

In 2001, Environment Canada released an assessment report stating that road salts were entering the environment in large amounts and were posing a risk to plants, animals, lake and stream ecosystems and groundwater. Prior to this assessment, road salts were placed on the Canadian Environmental Protections Act’s Priority Substance List (CEPA PSL) at the recommendation of the Minister’s Expert Advisory Panel in order to assess the effects of road salts. Based on the assessment, Environment Canada recommended that road salts be considered “toxic” under the Canadian Environment Protection Act (CEPA 1999). Toxic meaning that it is harmful to the environment if used in excessive amounts. Environment Canada has stated that they will not ban road salts, but rather will encourage users to develop their own salt management strategy. **Health Canada identifies that road salts are not harmful to humans.**

Elevated concentrations of sodium and chloride in groundwater can make the water taste salty and render it unusable as a drinking water. Residents of rural Hamilton use groundwater for their public and private drinking water supplies and are being impacted by road salt use. Furthermore, individuals on salt-restricted diets are unable to drink or cook with water with elevated sodium concentrations, or water with lower concentrations that what causes the water to taste salty.



## Purpose of Plan

This plan is intended to set out a policy and procedural framework for ensuring that the City of Hamilton continuously improves the management of road salt used in its winter maintenance operations. The plan demonstrates the City's commitment to reducing the environmental effects of excessive salt use, consistent with Environment Canada's stated objectives.

Any modifications to winter maintenance activities must be carried out in a way that provides roadway safety and user mobility consistent with the weather conditions experienced during the snow and ice control season.

### **The plan should:**

- \* contain best management practices to protect the environment from the negative impacts of road salts;
- \* include all areas where road salt is used such as roads, cycling infrastructure, sidewalks and pathways; and
- \* apply to all winter maintenance personnel – both staff and hired contractors

The plan is dynamic and allows the City to phase in new approaches and technologies in a way that is responsive to fiscal demands and the need to ensure that roadway safety is not compromised.

### **A successful Salt Management Plan is based on the following principles (Transportation Association of Canada, 2013):**

- \* It is activity based, with each activity being assessed at the outset against clearly established standards and/or objectives to determine how that can be carried out with minimal environmental impact;
- \* Deficiencies in current operations are identified and corrective action established and implemented;
- \* Required actions are documented in policies and procedures and communicated throughout the organization – including contractors hired to deliver snow and ice control;
- \* Activities are recorded, monitored, audited and reported periodically to assess progress and identify areas for further improvement; and
- \* Gaps between actions and desired outcomes are identified and corrective actions are developed and implemented, with necessary modification being made to policies and procedures and appropriate training.

## Legislative Context

As stated within the Municipal Act 2001, c.25 s. 44 (1) any City that has jurisdiction over a highway or bridge shall keep it in a state of repair that is reasonable in the circumstances, including the character and location of the highway or bridge.

## CODE OF PRACTICE: Environmental Management of Road Salts

The Ministry of Environment, Conservation and Parks (MECP) released a “Code of Practice for the Environmental Management of Road Salts” (Environment and Climate Change Canada 2004). As part of the Code of Practice, the City of Hamilton maintains a Salt Management Plan (SMP) and reports on the status annually. The content of this SMP is consistent with recommendations for SMP content found in the Code of Practice and assesses current City practices against industry best practices.

## Source Water Protection

The Clean Water Act, 2006 ensures clean, safe and sustainable drinking water for Ontarians, but by protecting sources of municipal drinking water including lakes, rivers and well water. Source Protection Plans (SPP) contain policies that recommend or require actions to be taken to address activities identified as threats to drinking water.

The Clean Water Act defines “vulnerable areas” as:

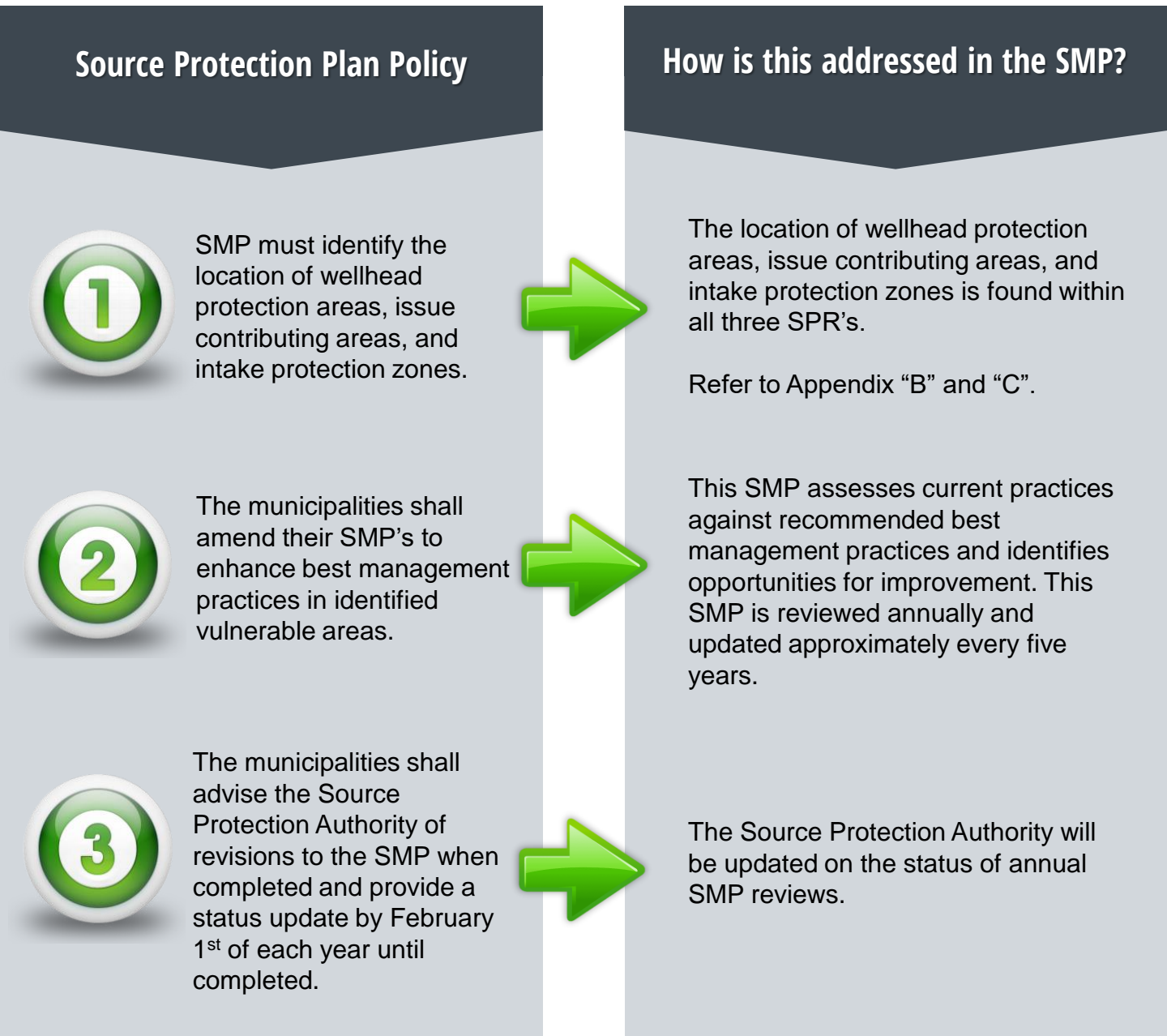
- a) a significant groundwater recharge area,
- b) a highly vulnerable aquifer,
- c) a surface water intake protection zone, or
- d) a wellhead protection area.



# Source Water Protection continued...

The City of Hamilton lies within the Halton-Hamilton source protection region (SPR), the Grand River source protection area and the Niagara Peninsula source protection area. Each has a source protection plan, approved by the MECP, which contain policies to manage or prohibit the identified threats to drinking water sources. Reference document for the [Hamilton and Halton Region Source Protection Plan](#).

The source protection plans include the following policies relating to road salt use applicable to the City of Hamilton:



## Salt Vulnerable Areas

The Code of Practice: The Environmental Management of Road Salts, Environment and Climate Change Canada (ECCC), 2004, defines “vulnerable area” as an area particularly sensitive to road salts where additional salt management measures may be necessary to mitigate the environmental effects of road salts in that area. ECCC has the target of 96% of road organizations having salt vulnerable areas identified and action plans prepared by 2024.

The SPP’s identifies areas of vulnerability specifically relating to municipal drinking water sources as well as “highly vulnerable aquifers”. The municipal drinking water sources are in Lynden, Carlisle, Freelon and Greenville.

For more information on vulnerable areas delineated under the Clean Water Act, 2006 please visit the [MECP link](#).

## The Municipal Act, 2001

The Municipal Act, 2001 (Section 44 (1)) provides that a municipality must keep its highways “in a state of repair that is reasonable in the circumstances”. Here is the link to [The Municipal Act, 2001](#), O. Reg. 239-02 made under the Act which further prescribes maintenance standards for municipal highways.



# POLICY, SCOPE AND COMMITMENT

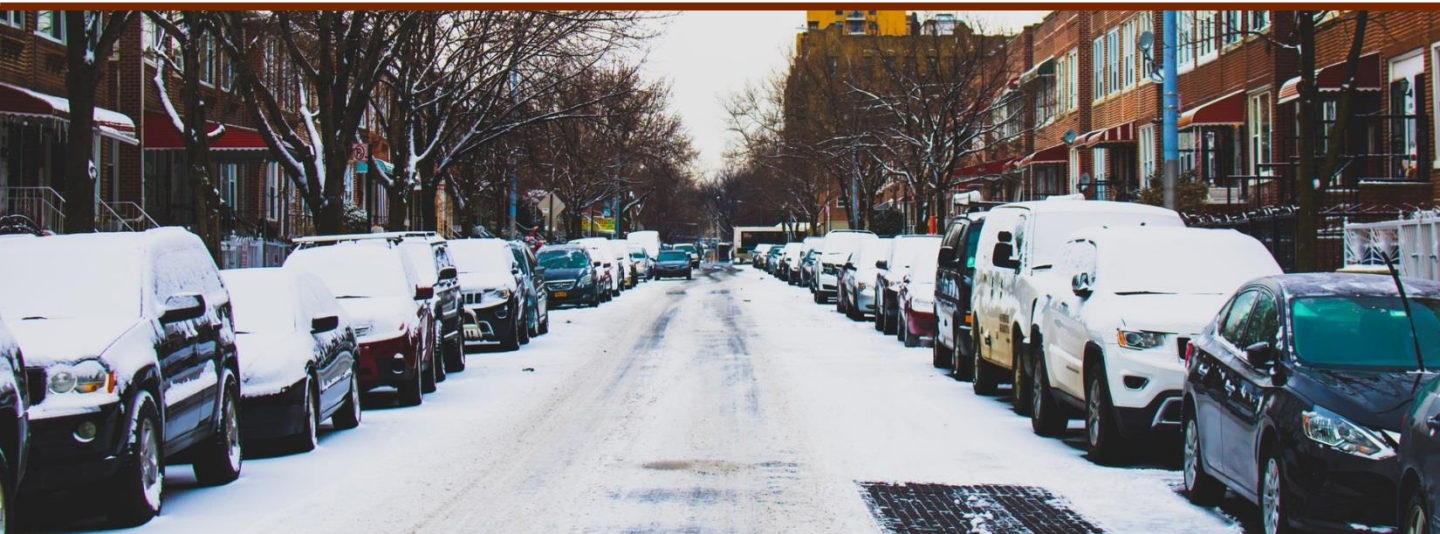
## The City of Hamilton’s Road Maintenance Policy

The City of Hamilton will provide a safe, reliable, efficient and environmentally responsible road maintenance service within the City in accordance to Council-Approved report PW-18096(a) Maintenance Standards for Municipal Highways Policy (please refer to Appendix “A” and accepted standards).

## Salt Management Policy

The following is the City of Hamilton’s policy on the use and management of road salt:

- \* To comply with all applicable federal and provincial legislation regarding the storage and use of snow and ice control products;
- \* To use road salt in an environmentally responsible manner, and minimize the negative environmental effects of handling, storage and application of salt on the environment; and
- \* In providing the stated Maintenance Standards for Municipal Highways Policy, the City of Hamilton will conserve the use of salt by utilizing the most current and cost-effective technologies and practices.



# The City of Hamilton's Strategic Plan



## **Community Engagement & Participation**

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



## **Economic Prosperity & Growth**

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



## **Healthy & Safe Communities**

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



## **Clean & Green**

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



## **Built Environment & Infrastructure**

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



## **Culture & Diversity**

Hamilton is a thriving, vibrant place for arts, culture, and heritage where diversity and inclusivity are embraced and celebrated.



## **Our People & Performance**

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

## Scope

This Salt Management Plan applies to public roads, bicycle infrastructure, sidewalks and pathways for which the City undertakes winter maintenance.

## Salt Management Principles

- \* Road safety is a top priority of the City of Hamilton;
- \* The City of Hamilton will strive to reduce the amount of salt release to the environment through effective salt management practices;
- \* The City of Hamilton will show leadership locally, provincially and nationally in their area of road salt management by leading by example and sharing their knowledge and experiences with agencies; and
- \* The City of Hamilton will provide the necessary training and encouragement to its winter maintenance personnel

## Commitment

This original policy was adopted by Hamilton City Council on March 31, 2003 and applies to all employees involved in winter maintenance operations. The same commitment will be made by all employees within the winter maintenance operations with the approval of this most recent Salt Management Plan update.

## Communication

The City is committed to informing all levels of the organization and the public on its road salt management policies and practices, including this plan. See Appendix “A” regarding the City’s operational response guidelines.

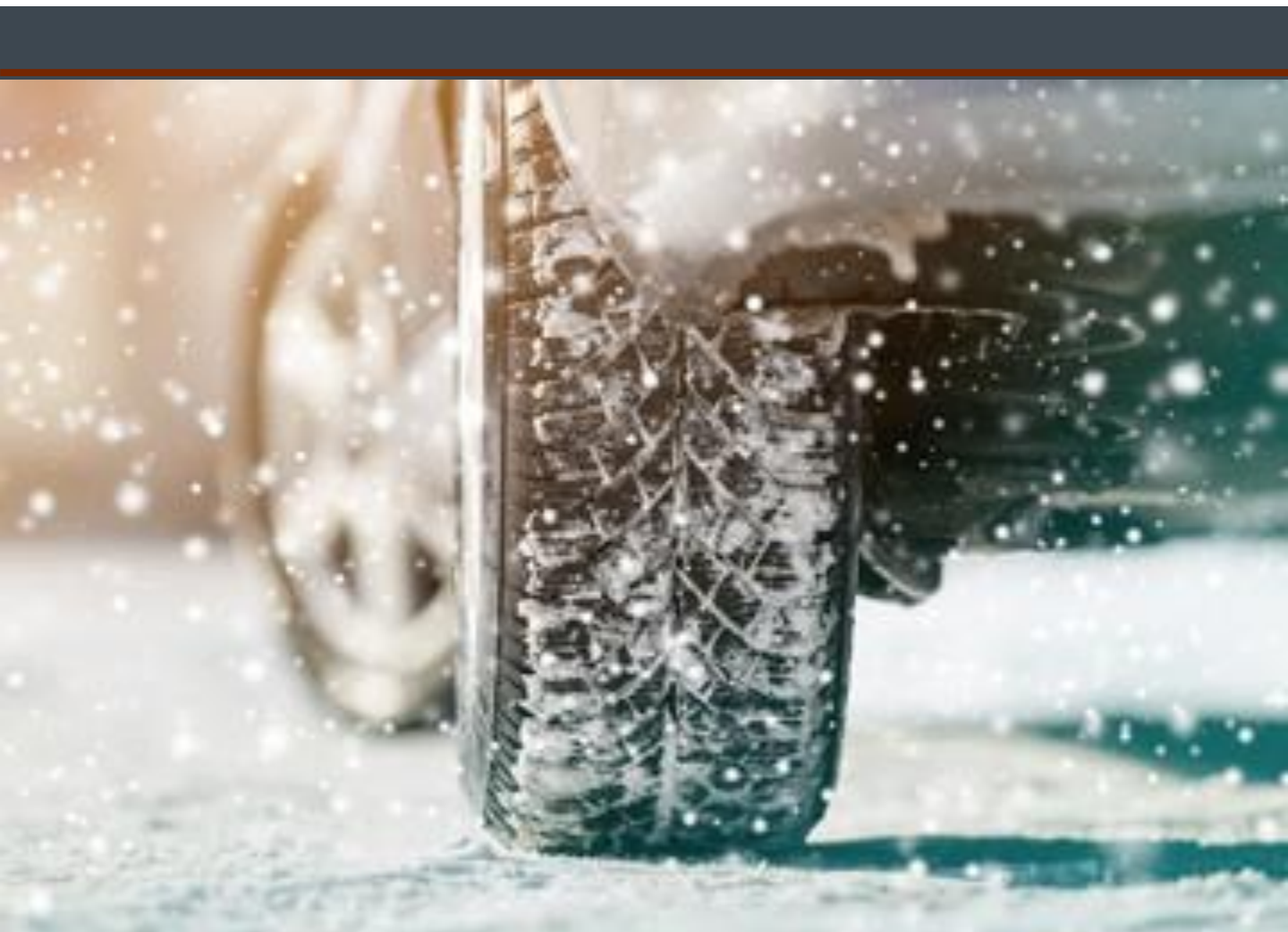


## Plan Review and Update

The Salt Management Plan will be reviewed annually for:

- \* Planning and implementation of identified opportunities for improvement;
- \* Consistency with corporate and Maintenance Standards for Municipal Highways Policy and procedures; and
- \* Incorporation of feedback

A comprehensive review and update will occur every five years. This will include a re-evaluation of continuous improvement goals and updates of best and current City of Hamilton practices.



# Implementation

This Salt Management Plan is activity based and follows an Environment Management System framework consistent with the City's Environmental Management Policy.

It includes the following elements:

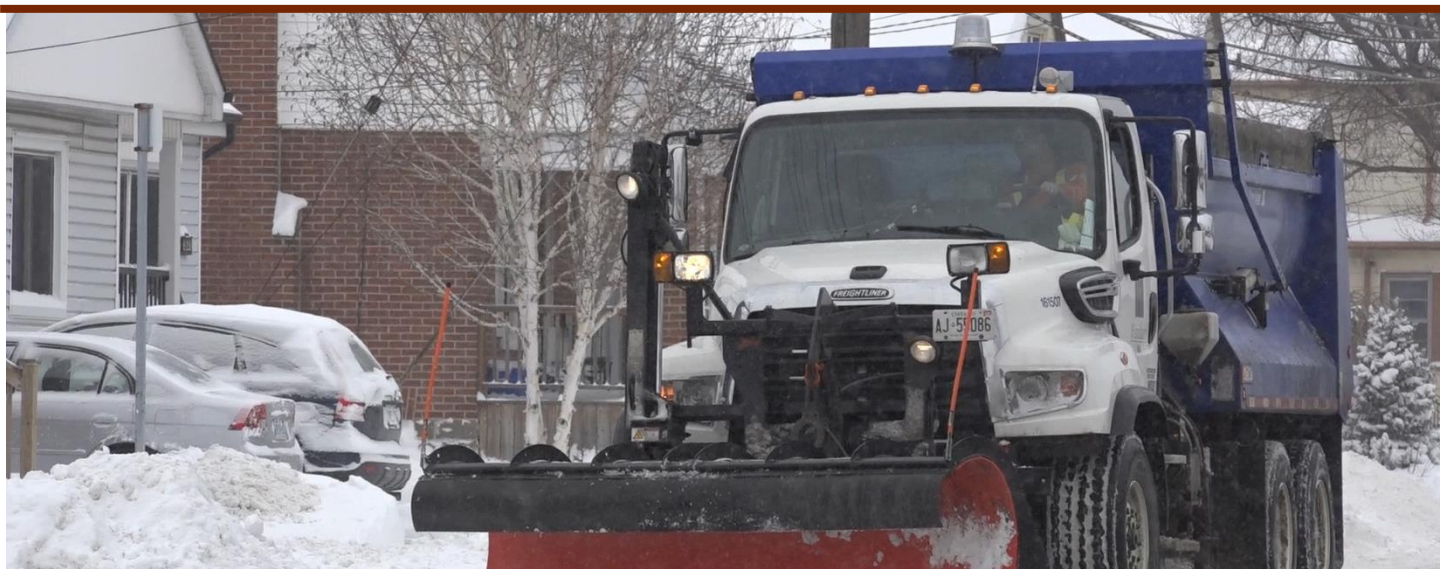
- \* Periodic review and analysis of industry practices;
- \* Implementation and documentation of the plan;
- \* Education and training of staff;
- \* Monitoring and analysis of operations;
- \* Management review and revision;
- \* Environmental review; and
- \* Policy and practices revision

The implementation and improvement of the Salt Management Plan will promote the continuous development of practices and procedures to improve winter maintenance activities and procedures while striving to reduce the environmental effects of road salt use. The Plan is a dynamic document.

It will be reviewed and refined on an on-going basis and embraced at all levels of the organization. All personnel involved with the winter control program are responsible for ensuring that this plan is implemented, monitored, improved and updated.

Managers are encouraged to negotiate adoption of the policies and procedures in this Plan by other parties involved in snow and ice control activities including:

- \* Private operators
- \* General Contractors



# WINTER MAINTENANCE STANDARDS

## Road Salt Use and Discharge

The following is a list of the main activities and operations undertaken by winter maintenance through which road salts may be released to the environment:

- \* Application of road salt or liquid salt (brine, fusion) to roads, sidewalks and pathways;
- \* Application of abrasives (sand), which are mixed with road salt, to roads, sidewalks and pathways;
- \* Snow storage and disposal, and handling and storage of rock salt, brine, fusion and abrasives

## Maintenance Standards for Municipal Highways

As part of the update to the Salt Management plan the City will also be creating a Winter Control Plan (WCP) in the future. This Plan will provide a detailed outline for virtually all aspects of winter control operations within the road corridor.

The City shifted to a 3 shift model for the 2021/2022 winter season. This allowed for 24/7 coverage, Monday through Friday, and increased response times to winter events.

Appendix "A" and Appendix "B" represents the City's current Council-approved Maintenance Standards for Municipal Highways Policy PW18096(a). These revised polices were approved by City Council on February 10, 2021.



## Significant Weather Event

Pursuant to By-law No. 18-347, the General Manager of Public Works or his/her designate may declare the beginning and end of a significant weather event for the purposes of O. Reg. 239/02 Minimum Maintenance Standards (MMS) for Municipal Highways, under the Municipal Act, 2001.

The definition of a significant event is an approaching or occurring weather hazard with the potential to pose significant danger to users of the highways within a municipality.

During the course of a declared significant weather event, the standard for addressing winter maintenance is to monitor the weather in accordance with O. Reg 239/02 s 3.1 of the MMS and to deploy resources to address the issue starting from the time that the municipality deems appropriate to do so. Once the significant weather event is declared to have been concluded, the municipality shall address the issue pursuant to the regular standards for maintenance. The ability to declare a “significant weather event” allows supervisory staff to effectively plan and maximize resources in anticipation of and/or during a significant weather event when all resources may be exhausted.



# CONTINUOUS IMPROVEMENT PRACTICES AND STRATEGIES

## Overview

This chapter of the plan presents a discussion of each of the key operational practices and strategies related to the effective management of road salt during winter maintenance activities.

Each subsection has a summary that presents a discussion of the objective, rationale, best practices, improvements and performance measures.

It is important to recognize that the plan is dynamic and will take time to implement. Therefore, the purpose of this section is to establish the goals of the plan and a strategy for achieving these goals.



# WINTER MAINTENANCE EQUIPMENT & TECHNOLOGIES

## Objective

To assist winter maintenance personnel understand: snow and ice control strategies and methods available to them; pavement and weather conditions that exist, that are forecasted and that need to be acted upon; equipment and material availability, capability and limitations.

## Rationale

To optimize salt use, it is important to look continually at new and innovative technologies as they are a valuable option.

## MOECC "Guidelines on Snow Disposal and De-icing Operations in Ontario"

Best Practice	Current City Practice
Reduce salt application rates to the minimum amount necessary to successfully do the job.	Solid and liquid application rates are periodically reviewed and compared with other agencies.
Employ rate-controlled distribution equipment which consistency applies de-icing material regardless of vehicle's speed.	All City and contracted spreaders are equipped with electronic controllers. Salt application rates are: 65, 95, 130, 170, and 320 kg per Lane km
Where salt/sand mixtures are applied, incorporate into the admixture only enough salt to achieve the desired results.	Sand mix is supplied at 3 sand to 1 salt ratio. Specific Class 3's (Non-Residential) are treated with this mixture as identified in the Council-approved Maintenance Standards for Municipal Highways Policy.
Consider special protective measures when de-icing chemicals are applied to places in proximity to very salt-sensitive areas.	The SMP has been updated with environmentally vulnerable areas, identified in Appendix "C". All affected winter control routes have the environmentally vulnerable areas identified, and training is provided on our Source Water Protection Plans.

# TAC Syntheses of Best Practices

## Best Practice

## Current City Practice

Snow and ice control decision-making should be based on pavement temperatures rather than air temperatures.



Majority of Plow trucks, pick ups and crew cabs have mounted Infrared Thermometer (IRT) devices, which are used to monitor surface and air temperature to aid in storm response.

Direct Liquid Applications (DLA) techniques are utilized in priority areas including roads in vulnerable areas.



DLA routes have been established and implemented in many areas throughout the City, and criteria sheets are utilized for deployment measures. Appendix "D" for DLA map.

Equip all spreaders with electronic spreader controls that can be accurately calibrated, regulated to ground speed and generate salt-use data in order to optimize salt use.



All City and contracted spreader units are equipped with electronic controllers with ground speed activators.

Automatic Vehicle Location (AVL) equipment is used to provide operational support and enhance the monitoring of salt usage.



All winter control in-house and standby contracted road snow clearing equipment is tracked using AVL. Public facing "Where's my plow" site.

Provide annual training on the operation and maintenance of all winter maintenance-related equipment.



The City provides training to staff on all new and existing winter equipment.

Winter response procedures aim to prevent the bond of snow and ice to the road, and to mechanically remove as much snow and ice as possible.



Mechanical removal is utilized whenever practical to prevent the bond of snow and ice to the road.

## Opportunities for Improvement

Develop and implement a calibration policy to ensure spreaders are re-calibrated mid-season and following repairs.

Review current spreader controller and current AVL/GPS for material usage and route specifications.

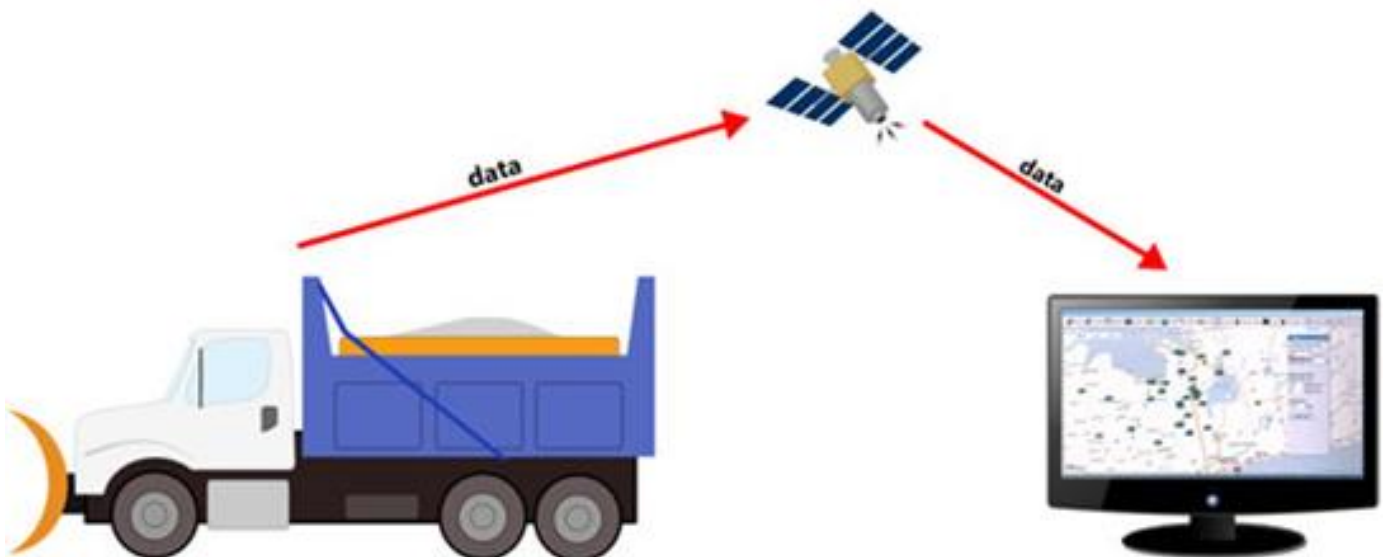
## Achievement Measures

Calibration procedure to be established and implemented for City Staff twice per year, once in October and once in January.

**Timing:** 2022

Compare reports from both providers, ensure accuracy and review route needs.

**Timing:** 2022





# TRAINING

## Objective

A comprehensive salt management training program that demonstrates the purpose and value of new procedures and ensures that personnel are prepared and competent to carry out their duties.

## Rationale

To achieve effective implementation of a road salt management plan. Staff and contractors responsible for winter maintenance must obtain the knowledge and understanding of road salt management. Education/training provides the opportunity to learn new ideas, technologies, and skills to enhance existing road salt management practices.

## Environment Canada's Code of Practice (2017)

### Best Practice

The Salt Management Plan should contain a training program for all personnel when managing or performing winter maintenance activities involving the use of road salt.



### Current City Practice

The City presently conducts annual winter control training and ensures that Area Maintenance Contract (AMC) contractor also completes annual training which includes winter operations, material applications, equipment review and the importance of following the Salt Management Plan.



# TAC SYNTHESSES OF BEST PRACTICES

## Best Practice

## Current City Practice

Up to date files are maintained of all training provided.



Paper-based and some electronic training records are maintained. The City is looking to implement a document control system that will improve the consistency, storage and planning of training provided to staff.

Deliver an annual training program for operators/staff to ensure that the appropriate learning goals are taught, reinforced and tested.



The City annually delivers a variety of winter control training and onboarding initiatives and refresher training to operators based on their knowledge and experience.

Training programs include testing or a minimum passing grade for verification of knowledge transfer and to provide a medium to assess the quality of the instruction and the analysis of the results.



Training initiatives include a testing component, where appropriate. Evaluations and training are completed on all new staff. Existing staff complete refresher evaluation in a 5 year rotation to ensure best practices are instilled.



# ONTARIO GOOD ROADS ASSOCIATION

## Best Practice

Develop a storm response guide to support decisions related to storm event to endure a consistent and effective snow and ice response.



## Current City Practice

Storm response decisions are made based on storm response guide currently in practice (refer to Appendix "A")

An emergency response program exists that includes a communication response protocol and spill response plan on roads and at the yards is including in existing training program.



Spills reporting procedures forms part of the supervisory staff's onboarding training process. The City's vehicle refueling policy also includes spill procedures. Communications protocol is already established to notify the public, Council as required

Conduct pre and post storm analysis to identify opportunities for improvements and ensure compliance with snow and ice policies.



Pre and post storm event meetings are held, on forecasted and completed significant winter events with staff, to plan/review event responses, successes and opportunities for improvement.

## Opportunities for Improvement

Plan snow plow routes to ensure road section and intersections are not double salted.



## Achievement Measures

Conduct an end of season review of route structure and look for areas of service optimization and possible salt reduction.  
**Timing:** 2022

Implement extensive winter training for all contractors, seasonal and full-time staff



Enhance current winter training to include demonstrations, hands-on and skills knowledge testing.  
**Timing:** 2022

# SALT MANAGEMENT PLAN

## Objective

To provide a resource through which a municipality commits to implementing salt best management practices as it fulfils its obligation to provide a safe, efficient and cost-effective transportation system.

## Rationale

The amount of salt used is driven as per the local service level policies, the transportation system, snow fighting strategies, techniques and weather conditions. Local weather conditions require salt management initiatives be developed and implemented locally by each organization.

## Environment Canada's Code of Practice (2017)

### Best Practice

The Salt Management Plan (SMP) should include communication activities necessary to inform the organization and the public of the management plan and related policies and procedures.

The development of SMP's, based on a review of existing road maintenance operations, identification of means and goal-setting to achieve reduction of the negative impacts of salt releases.

The SMP should ensure monitoring of actions to measure the plan's effectiveness.

### Current City Practice

The original SMP was created and communicated to various stakeholders including Council in 2003. The current updated SMP will be presented to Council through a report in Q4 of 2021, with updates posted on the City's web page for the public to view.

SMP is assessed against leading practices to identify opportunities for operational improvements and to monitor effectiveness of existing practices in protecting the environment from the negative impacts of road salt.

The City tracks annual salt usage and has implemented technology supported by AVL and onboard computer spreaders and loader scales to provide detailed tracking of salt application by route.

**Best Practice**

**Current City Practice**

A communication plan is in place for communicating the Salt Management Plan (SMP) to internal and external stakeholders.



The current updated SMP will be presented to Council through a report in Q4 of 2021, including posting the updated SMP to the City's web page for the public to view.

Each salt management includes monitoring and reporting on implementation of the plan. These results should be reported annually to the senior executive responsible for the SMP.



Winter operations are reviewed annually, and report compiled and shared with senior management. Salt usage and season winter specifics are reported yearly to Environment Canada

**Good Practice for Winter Maintenance in Salt Vulnerable Areas**

**Best Practice**

**Current City Practice**

Ensure compliance with Accessibility for Ontarians with Disabilities Act, 2015 (AODA)



AODA review to ensure compliance as well as, training of staff annually.

Having accurate information about current and forecasted weather condition and pavement conditions.



The City has a contract with a weather service to provide year-round reports with forecasted conditions as well as various internet weather webpages.

Usage of onboard pre-wetting on all equipment to reduce scatter, activate the salt, enhances the melting capacity and reduces salt usage.



The City uses two pre-wetting products that are used by both internal staff and contractors. Both are a salt brine mixture. All City Large Combo units have pre-wetting tanks and application capabilities.

## Opportunities for Improvement

Review the “Good Practices for Winter Maintenance in Salt Vulnerable Areas”.



Review and adjust Salt Management Plan (SMP) as required annually.



## Achievement Measures

Document to be reviewed by management every two years to remain current with technological and legislative changes. **Timing:** 2023

Implement an annual review of the SMP and full comprehensive review to be completed every 5 years. **Timing:** 2026



## GOOD HOUSEKEEPING PRACTICES

### Objective

To ensure that best practices for storage and handling of salt, sand/salt blends and liquid materials are geared towards reducing unnecessary salt loss to the environment.

### Rationale

Improper handling of salt materials at maintenance facilities can result in significant amounts of salt being lost to the environment. Good housekeeping practices can help reduce this loss.

## ENVIRONMENT CANADA'S CODE OF PRACTICE (2017)

### Best Practice

Priority should be given to allocating the new equipment to service areas adjacent to salt vulnerable areas and reallocating less salt-efficient equipment to less sensitive areas.



### Current City Practice

The City has a general 10-year life cycle for winter equipment and prior to replacement a complete review of best practices, new technologies and equipment needs are reviewed. All new purchases of spreaders include the ability to use liquids for pre-wetting applications.

Train all operators before the start of the winter season on both the theory of road salt management and the practical aspects.



All new staff receive training which is completed in a week-long onboarding session. This includes source water protection presenters, health and safety related items, operational needs, material handling and documentation, theory and practical training with plow/spreader and loader equipment. Existing staff receive refresher training including source water protection, material handling, practical evaluation with plow/spreader and loader equipment.

## GOOD PRACTICE FOR WINTER MAINTENANCE IN SALT VULNERABLE AREAS

### Best Practice

Road salt should be stored indoors on an impermeable pad.



### Current City Practice

All City yards currently store salt indoors. Annual review of condition of impermeable land needs to be implemented.

Brine tanks should be housed on an impermeable pad with sides high enough to contain the contents of tank in the event of a spill or leak.



All City operated yards have brine tanks stored on impermeable pads and with sufficient containments in the event of a spill or leak.

### Opportunities for Improvement

Review containment measures for pre-wet storage.



### Achievement Measures

Structure and measures to be reviewed every two years to remain current with legislative changes.

**Timing:** 2022

Review runoff and potential management measures in Salt Vulnerable Areas



Analysis and costing to be provided for managing runoff safely according to Best Management Practices. A surface water assessment should be completed to identify all potential effects to natural features as a result of paved areas.

**Timing:** 2024



# SNOW REMOVAL AND DISPOSAL

## Objective

To ensure snow removal and disposal operations follow provincial standards while complying with Council appointed levels of service.

## Rationale

A review of disposal operations can lead to adopting methods that minimize negative environmental impacts.

## ENVIRONMENT CANADA’S CODE OF PRACTICE (2017)

### Best Practice

Public safety is a priority. Organizations must ensure that the hazards caused by accumulated snow are efficiently and safely addressed.



### Current City Practice

City’s snow dump facility at 1199 Upper Ottawa Street is fully fenced and appropriate signage posted. Additionally for 2021 the installation and monitoring of video cameras will be set up.

Melt water must be managed in compliance with local water quality regulations and in a manner that protects surface and groundwater resources.



The City has one fully regulated snow management facility (1199 U. Ottawa St). Additional sites are required in the lower City and are currently being reviewed.

## GOOD PRACTICE FOR WINTER MAINTENANCE IN SALT VULNERABLE AREAS

### Best Practice

Primary purpose of snow storage and disposal sites is to manage snow that would otherwise be a hazard to the public or impair winter maintenance operations.



### Current City Practice

The City has an engineered snow management facility that meets all applicable environmental requirements.

## Opportunities for Improvement

Review all snow disposal sites to ensure they are located so as to minimize the adverse effects to the environment.

Implement snow disposal monitoring to minimize adverse environmental effects of their operations.

Identify location for snow disposal site in lower City.

## Achievement Measures

Review potential locations and implementation of a fully regulated snow management facility within 2 years of acquiring a site.  
**Timing:** 2022-2026

Create a snow disposal site monitoring plan. **Timing:** 2023

Research and find suitable location in lower City, purchase of land, build to meet full environmental requirement and standards. **Timing:** 2023



# PERFORMANCE METRICS

Performance measures should be used to determine whether the objectives of the salt management plan have been met. Achievement, year over year, will be measured against the benchmark year described as “Current Winter Maintenance Program” in this salt management plan.

Some of the indicators will include:

## Monitoring the severity of the winter season

- \* Total annual cm of snow accumulation;
- \* Total number of days with measurable snowfall;
- \* Total number of days with freezing rain;
- \* Total number of continuous winter event responses; and
- \* Total number of spot winter event response.

## Monitoring the salt used

- \* Tonnes of salt purchased annually; and
- \* Total tonnes of salt applied annually per system km.

## Ensuring customer satisfaction

- \* % of winter event responses that meet or exceed the level of service policy;
- \* Total number of complaints received regarding winter operations; and
- \* % of complaints that resulted in a response.

## Measuring the success of the plan

- \* % of the goals set out in the plan that were met.

# APPENDIX "A"



**Maintenance Guidelines for Level of Service for Highways**

City of Hamilton Maintenance Guidelines for Levels of Service for Highways			
Maintenance Category	Maintenance Activities	Description	Level of Service / Minimum Maintenance Standard
Winter Maintenance	Snow Accumulation - Roadways	Snow accumulation means the natural accumulation of any of the following that, alone or together, covers more than half a lane width of a roadway: Newly-fallen snow Wind-blown snow Slush	<p>The standard* for addressing snow accumulation on roadways:</p> <p>Class 1/Priority 1 (Parkways/Arterials) - 2.5 cm depth - 4-hour response</p> <p>Class 1-5/Priority 1 (Escarpment Crossings) - 5 cm depth - 4-hour response Class 2/Priority 2A (Collectors Primary) - 8 cm depth - 8 hour response</p> <p>Class 2-3/Priority 2B (Collectors Secondary) - 8 cm depth - 8-hour response</p> <p>Class 4-6/Priority 3 (Rural Hard top) - 10 cm - 24-hour response</p> <p>Class 5/Priority 3 (Residential) - 8 cm - 24-hour response</p> <p>Class 6/Priority 3 (Rural Loose top) - 10 cm - 24-hour response.</p>
			<p>PW13022 Winter Control Program Service Level Review</p> <p><a href="http://www2.hamilton.ca/NR/rdonlyres/6F5643A3-C6D0-4AE9-942D-05DF5FE9F3DE/0/Mar18Item83_PW13022.pdf">http://www2.hamilton.ca/NR/rdonlyres/6F5643A3-C6D0-4AE9-942D-05DF5FE9F3DE/0/Mar18Item83_PW13022.pdf</a></p> <p>PW18096 <a href="https://pub-hamilton.egribemeein.gs.com/filestream.aspx?DocumentId=173914">https://pub-hamilton.egribemeein.gs.com/filestream.aspx?DocumentId=173914</a></p>

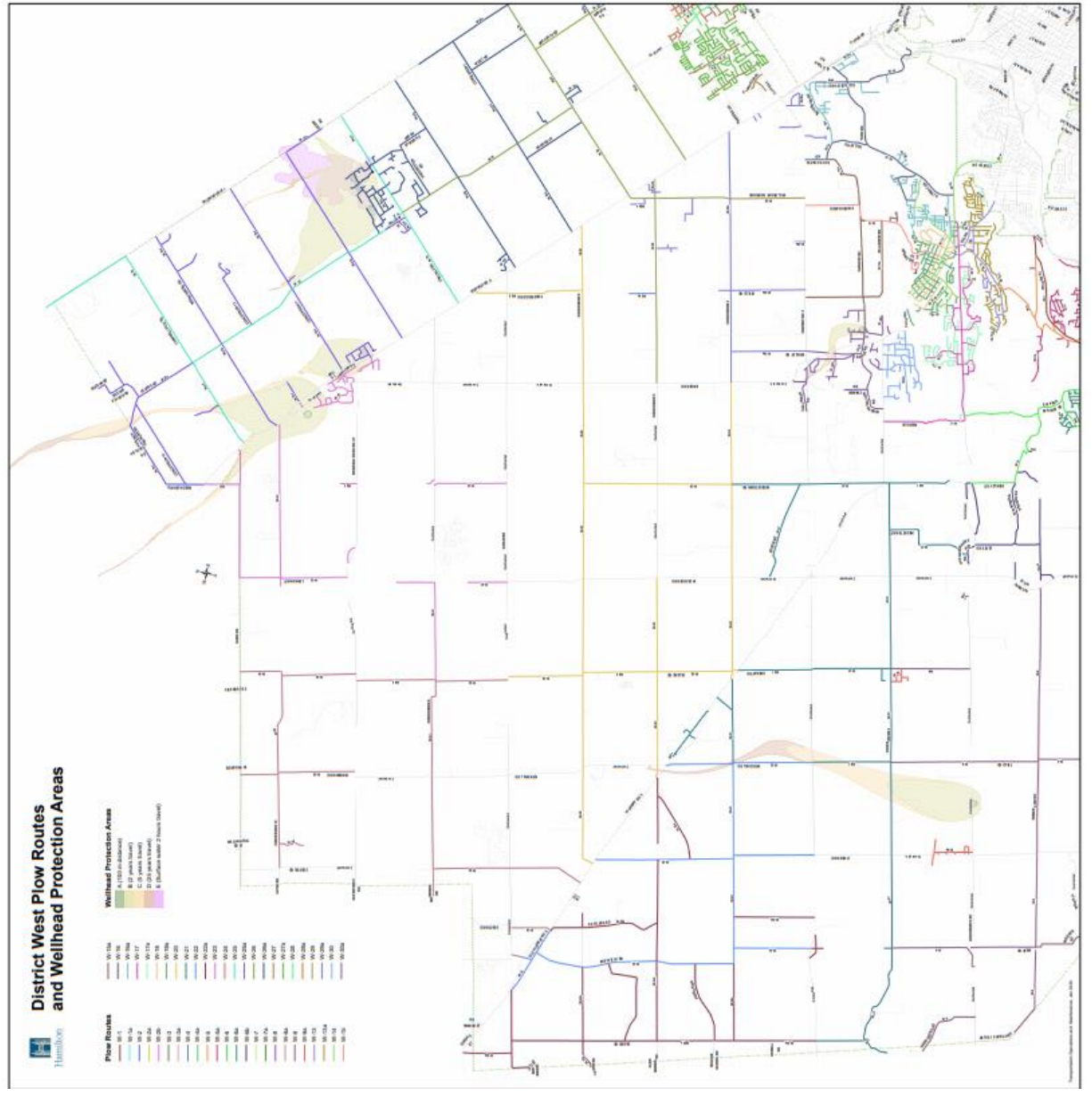
**OPERATIONAL RESPONSE GUIDELINE**

<b>OPERATIONAL RESPONSE GUIDELINE 2021</b>			
<b>Transportation Operations &amp; Maintenance Roadway Maintenance Winter Control</b>			
<b>FORECAST</b>	<b>FORECAST</b>	<b>FORECAST</b>	<b>FORECAST</b>
Accumulation: 15 cm or less Duration: Less than 12 hours Wind Speed: Less than 20 km/hr Drifting: None Temperature: Above -15 C	Accumulation: 15 cm to 25 cm Duration: 12 to 24 hours Wind Speed: 20-40 km/hr or variable Drifting: Limited in exposed areas Temperature: -15 C to -40 C	Accumulation: 25 cm plus Duration: Beyond 24 hours Wind Speed: More than 40 km/hr Drifting: Extreme Anything Temperature:	
<b>PLAN 'A'</b>			
Priority 1 Roads: No reductions Priority 2 Roads: See approved Level of Service Standards Priority 3 Roads:	<b>PLAN 'B'</b>		
	Priority 1 Roads: Bare to centre bare Priority 2 Roads: Reduced to Priority 3 Priority 3 Roads: Plowing at 15 cm accumulation first pass Final plowing at the end of the storm Duration beyond 24 hours	<b>PLAN 'C'</b>	
	Priority 1 Roads: Mountain accesses bare/centre bare Priority 2 Roads: Reduced to Priority 3 Priority 3 Roads: Plowing at 15 cm accumulation first pass Final plowing at the end of the storm Duration unknown	<b>GO TO PLAN 'B' IF:</b>	
<b>GO TO PLAN 'B' IF:</b> Greater accumulation/duration Wind speed increase with drifting Prolonged freezing rain Simultaneous emergencies Temperature falls Major equipment breakdowns Early/late season storm	<b>GO TO PLAN 'C' IF:</b> Greater accumulation/duration Wind speed increase with drifting Variable precipitation Simultaneous emergencies Snow emergency declared/driving ban Major equipment breakdowns Extreme temperature variations ...Go to Plan A if conditions improve	<b>GO TO PLAN 'B' IF:</b>	
	a) Conditions improve		

# APPENDIX “B”

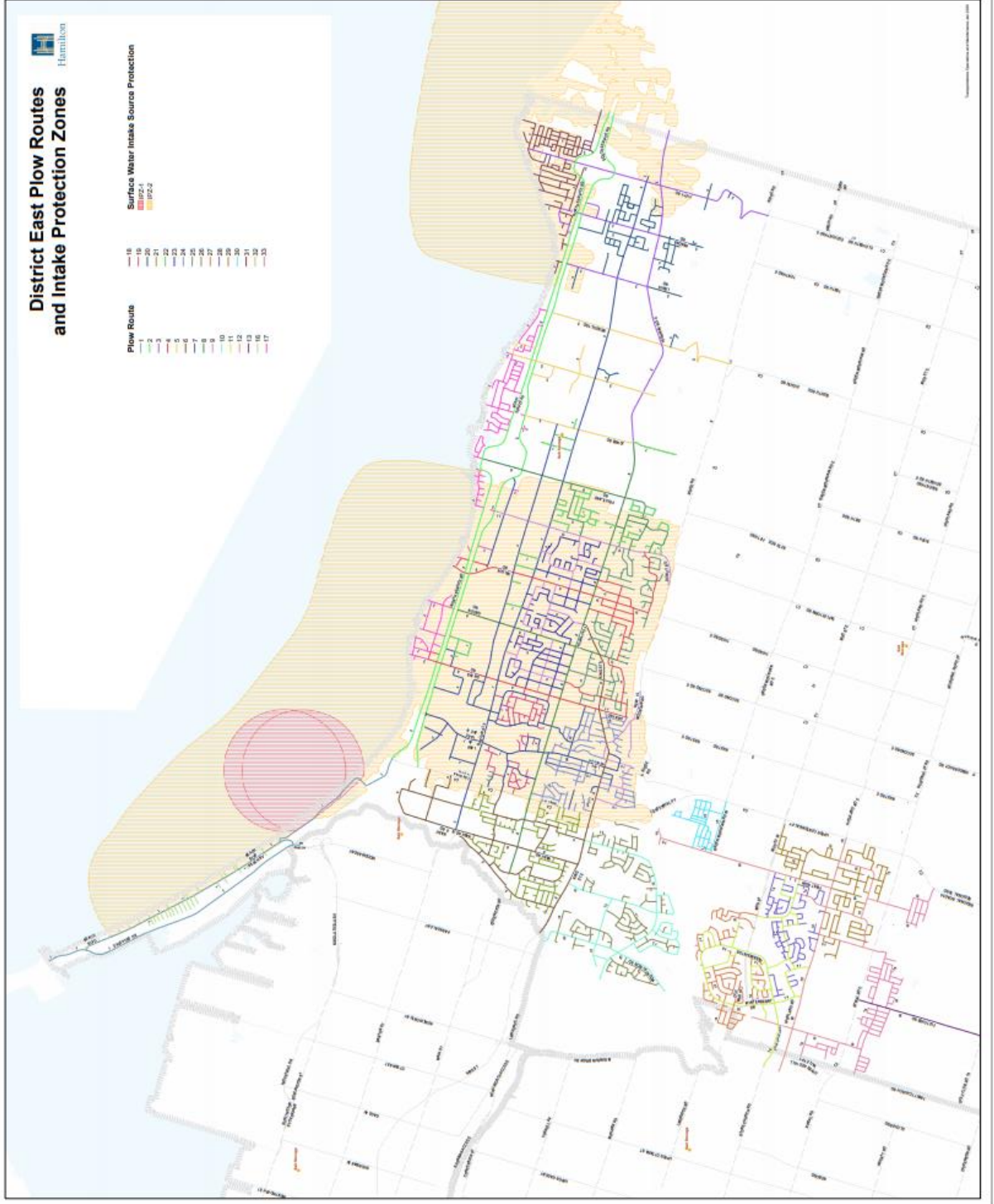


**CITY OF HAMILTON FLOW ROUTES NEW ENVIRONMENTALLY VULNERABLE AREAS MAPPING**

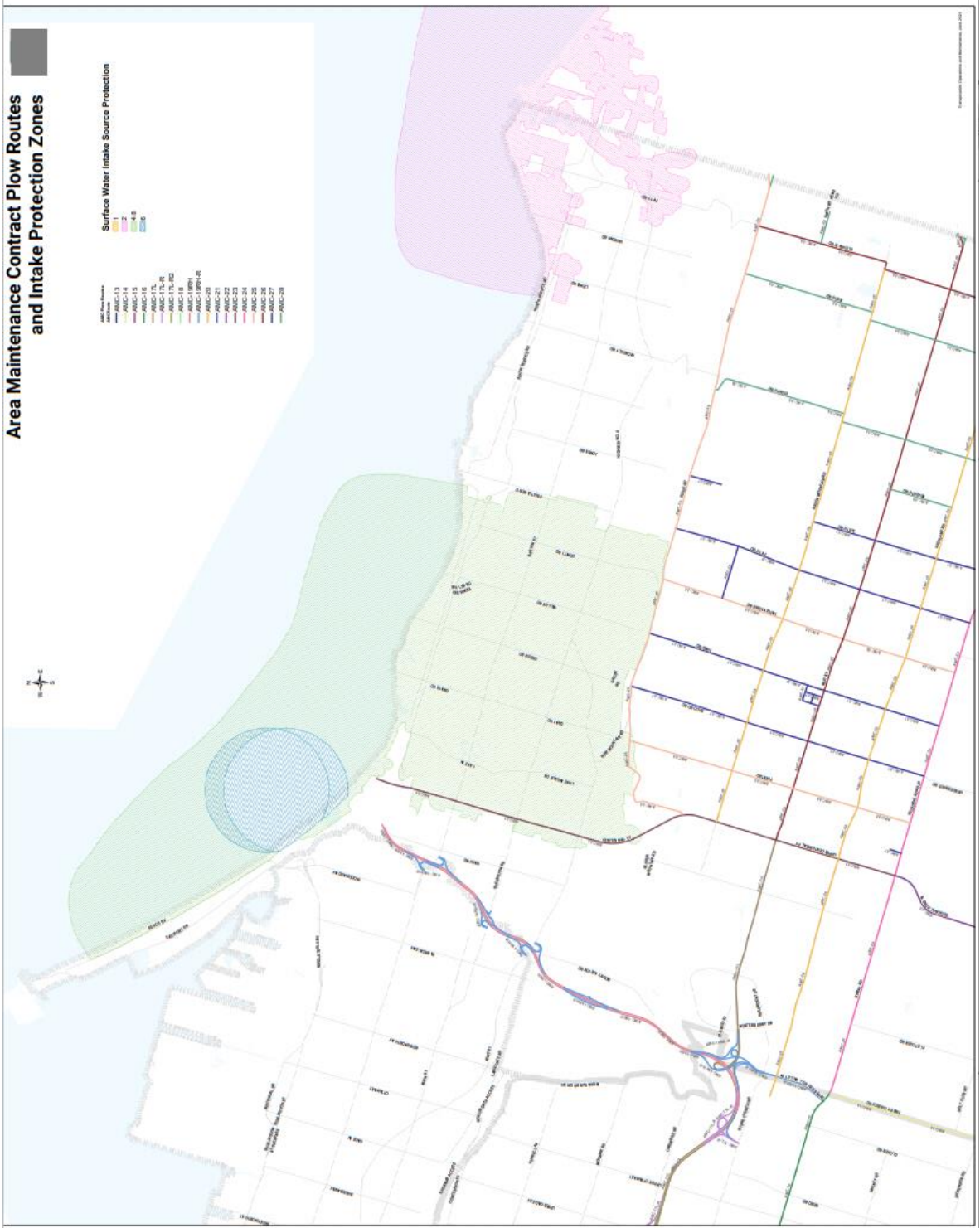




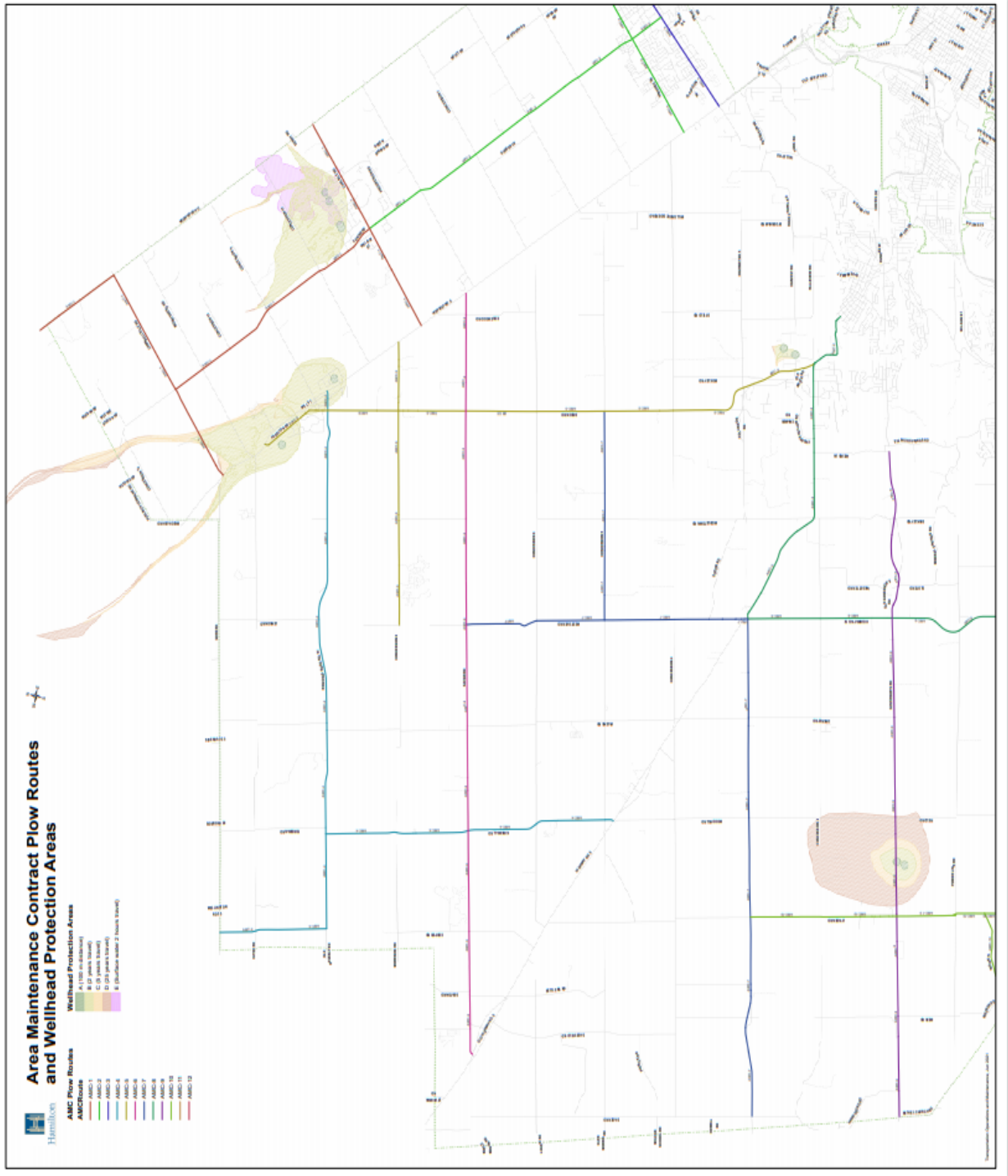
**CITY OF HAMILTON PLOW ROUTES NEW ENVIRONMENTALLY VULNERABLE AREAS MAPPING**



# CITY OF HAMILTON PLOW ROUTES NEW ENVIRONMENTALLY VULNERABLE AREAS MAPPING



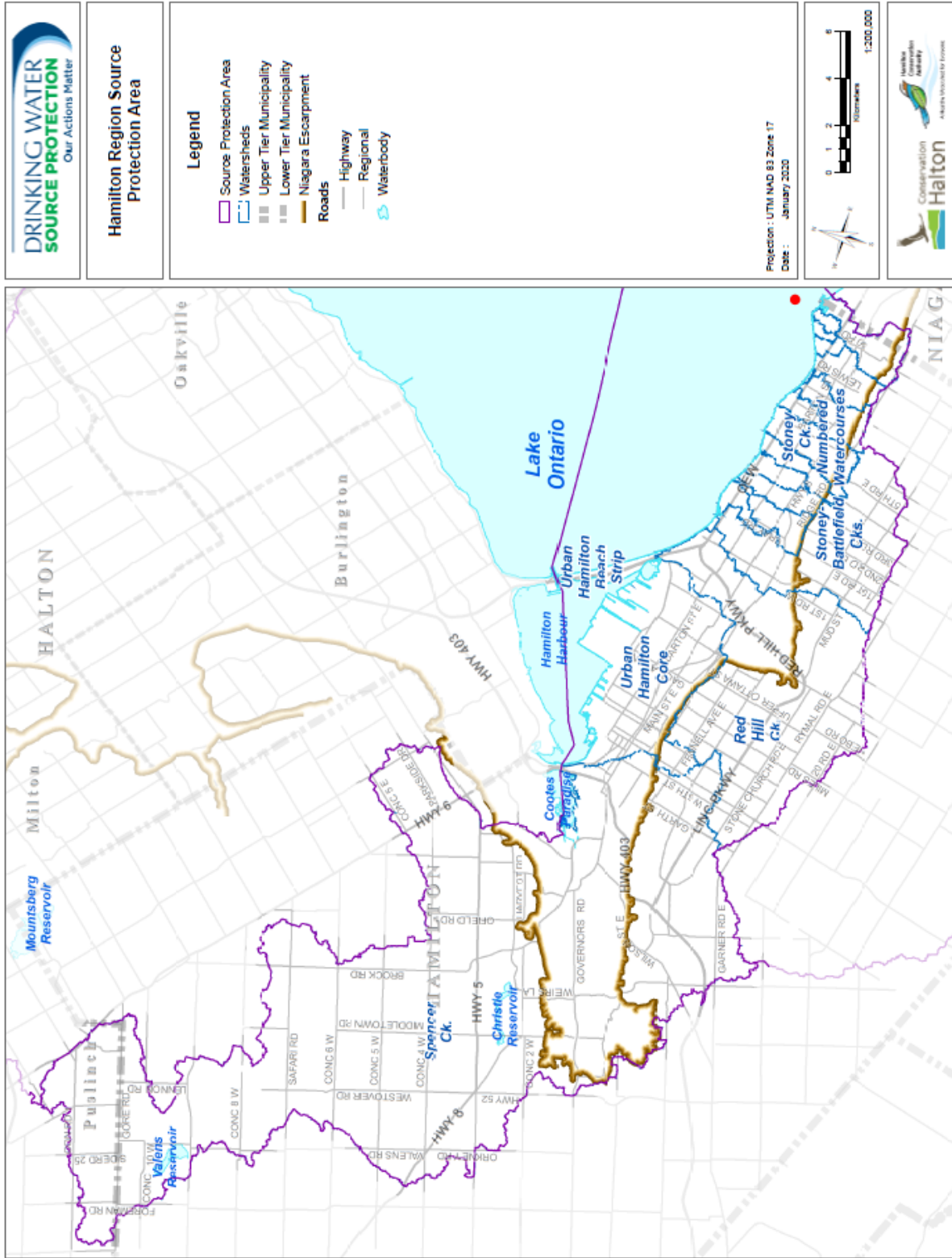
# CITY OF HAMILTON PLOW ROUTES NEW ENVIRONMENTALLY VULNERABLE AREAS MAPPING



# APPENDIX "C"



**HALTON-HAMILTON SOURCE PROTECTION REGION MAPPING**

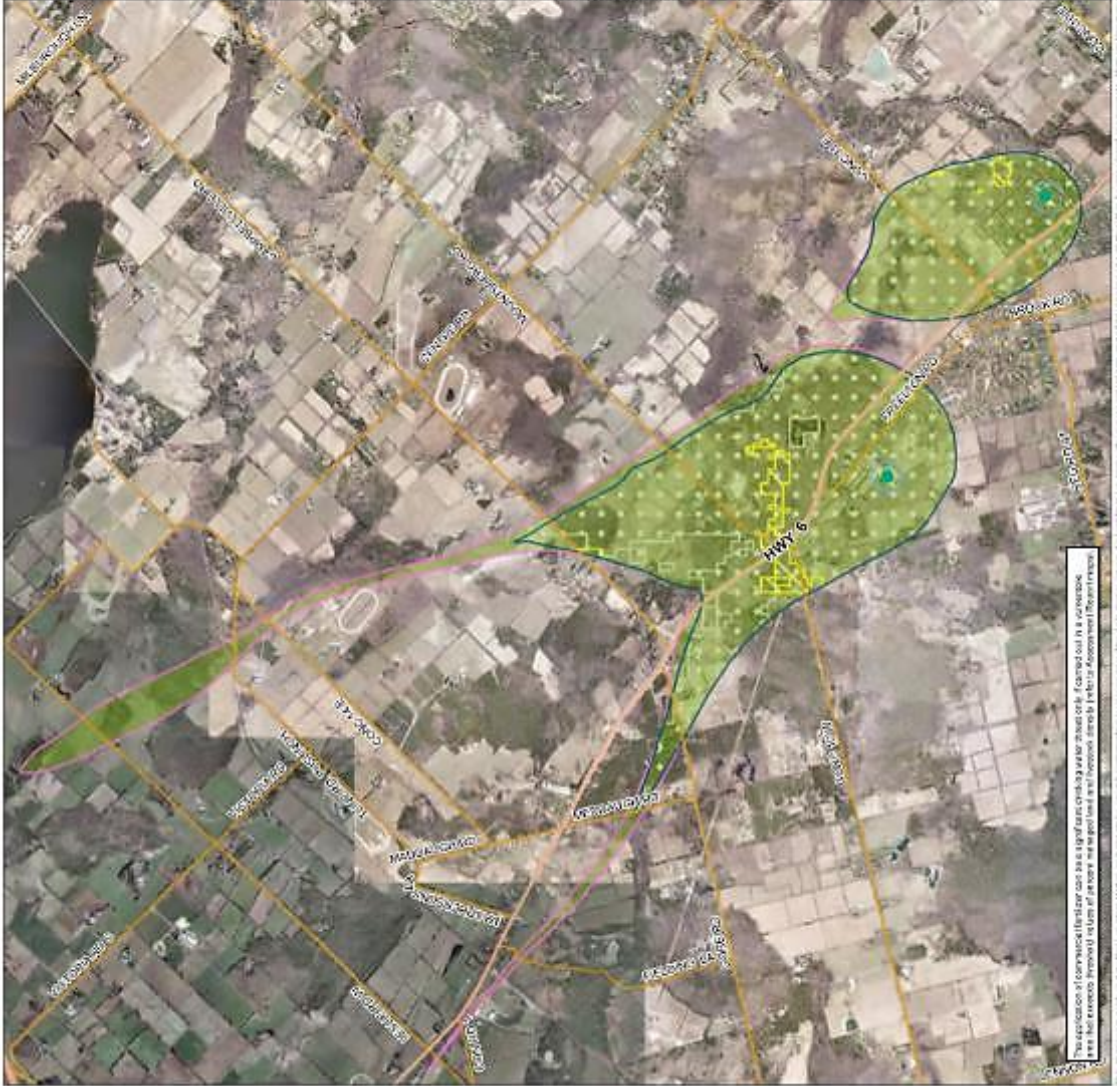


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**DRINKING WATER SOURCE PROTECTION WELLHEAD LOCATION MAPPING**



**Figure 5**  
**Freelton**  
**Existing and would be significant groundwater threat areas**



# DRINKING WATER SOURCE PROTECTION WELLHEAD LOCATION MAPPING



**Figure 6**  
**Carlisle**  
**Existing and would be significant groundwater threat areas**

**Legend**

**WHPA Boundary**

- A
- B
- C

**GW - Significant Threats - Group 1**

**GW - Significant Threats - Group 2**

**GW - Significant Threats - Group 3**

**Roads**

- Highway
- Regional
- Local
- Municipal Wet

**Group 1: (WHPA-A-10, WHPA-B-10)**

- Waste Disposal Site - Application of Untreated Sewage to Land (Chemical and Pathogen)
- Waste Disposal Site - Mine Tailings (Chemical)
- Waste Disposal Site - Landfilling of Petroleum Refining Waste (Chemical)
- Waste Disposal Site - Landfilling (Hazardous Waste) (Chemical)
- Waste Disposal Site - PCB Waste Storage (Chemical)
- Waste Disposal Site - Storage of Hazardous Waste at Disposal Site (Chemical)
- Waste Disposal Site - Storage of Waste Chloride (0,0,0,0) (0,0,0,0) (Chemical)
- Sewage - Discharge from stormwater retention pond (Chemical and Pathogen)
- Sewage - Septic System (Chemical and Pathogen)
- Sewage - Sewage Treatment Plant Effluent Discharges (Chemical and Pathogen)
- Sewage - Storage of Sewage (Pathogen)
- ASM - Application (Chemical and Pathogen)
- NSM - Handling and Storage (Chemical and Pathogen)
- NSM - Application (Chemical and Pathogen)
- NSM - Application (Chemical and Pathogen)
- Commercial Petrol - Handling and Storage (Chemical)
- Commercial Petrol - Application (Chemical)
- Commercial Petrol - Storage (Chemical)
- Commercial Petrol - Application (Chemical)
- Commercial Petrol - Storage (Chemical)
- Commercial Petrol - Application (Chemical)
- Commercial Petrol - Storage (Chemical)
- Road Salt - Application (Chemical)
- Road Salt - Handling and Storage (Chemical)
- Road Salt - Storage (Chemical)
- Fuel - Handling and Storage (Chemical)
- Organic Solvent - Handling and Storage (Chemical)
- Pesticide Management - Aerial Ducting Chemicals (Chemical)
- Use of land for livestock - Grazing and Pasturing (Chemical and Pathogen)
- Use of land for livestock - Confinement, Feed (Chemical and Pathogen)

**Group 2: (WHPA-A-10, WHPA-B-10, WHPA-B-8, WHPA-C-8)**

- Waste Disposal Site - Landfilling - Municipal Waste (Chemical)
- Waste Disposal Site - Landfilling - Solid Non Hazardous Industrial or Commercial (Chemical)
- Waste Disposal Site - Liquid Industrial Waste Injection into Wells (Chemical)
- Sewage - Storage of Sewage (Chemical)

**Group 3: (WHPA-A, WHPA-B, WHPA-C)**

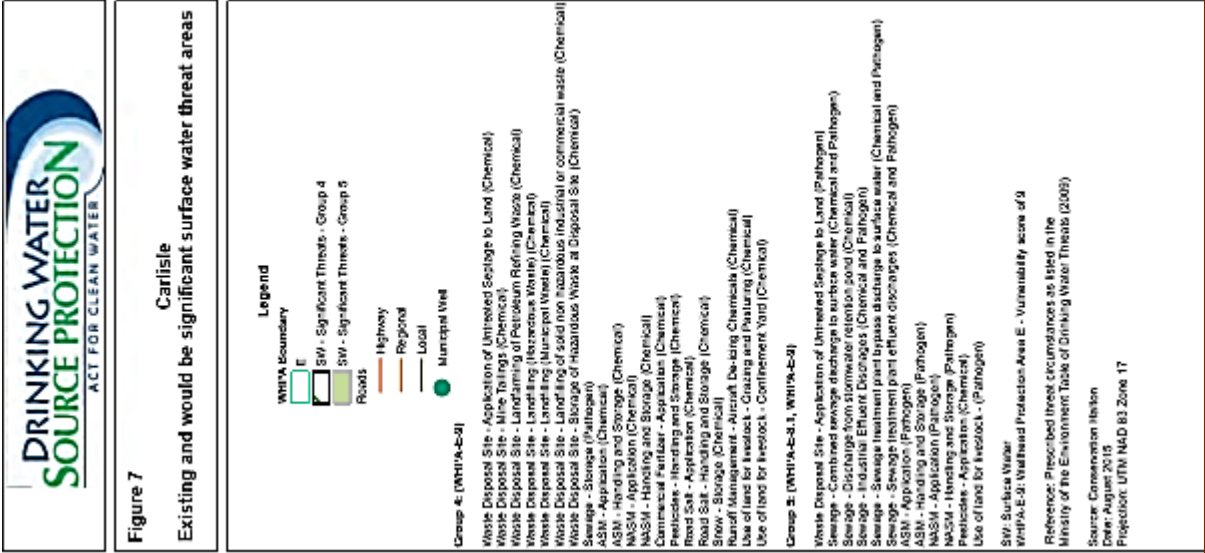
- DMAPL - Handling and Storage
- GW - Groundwater
- WHPA-A-10 Wellhead Protection Area A - Vulnerability Score of 10

Reference: Prescribed threat circumstances as listed in the Ministry of the Environment Table of Drinking Water Threats (2009)

Source: Conservation Halton  
Date: August 2019  
Prepared: UTRMPO 83\_Zone 17



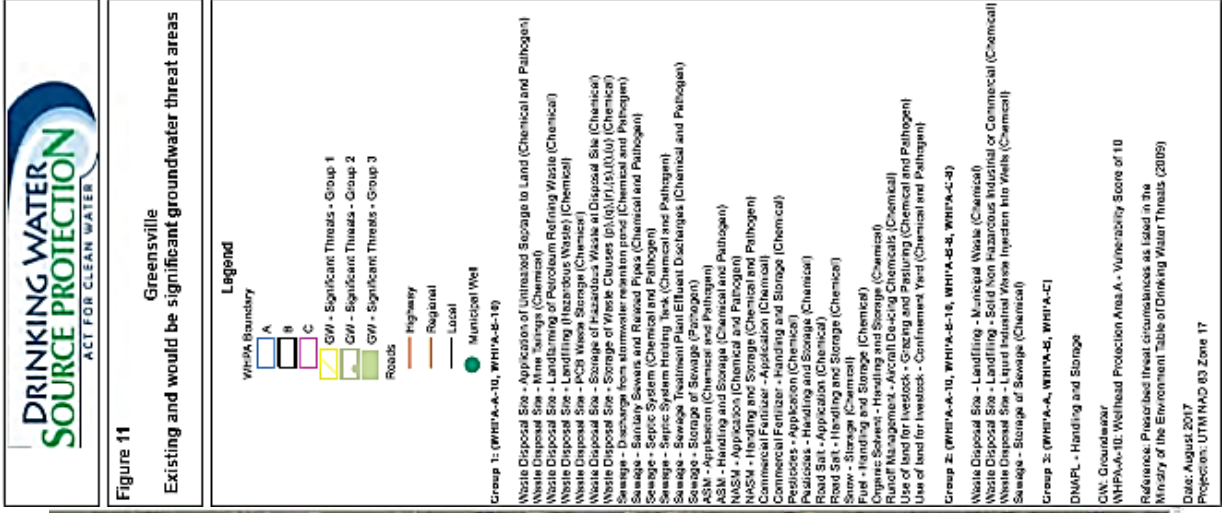
DRINKING WATER SOURCE PROTECTION WELLHEAD LOCATION MAPPING



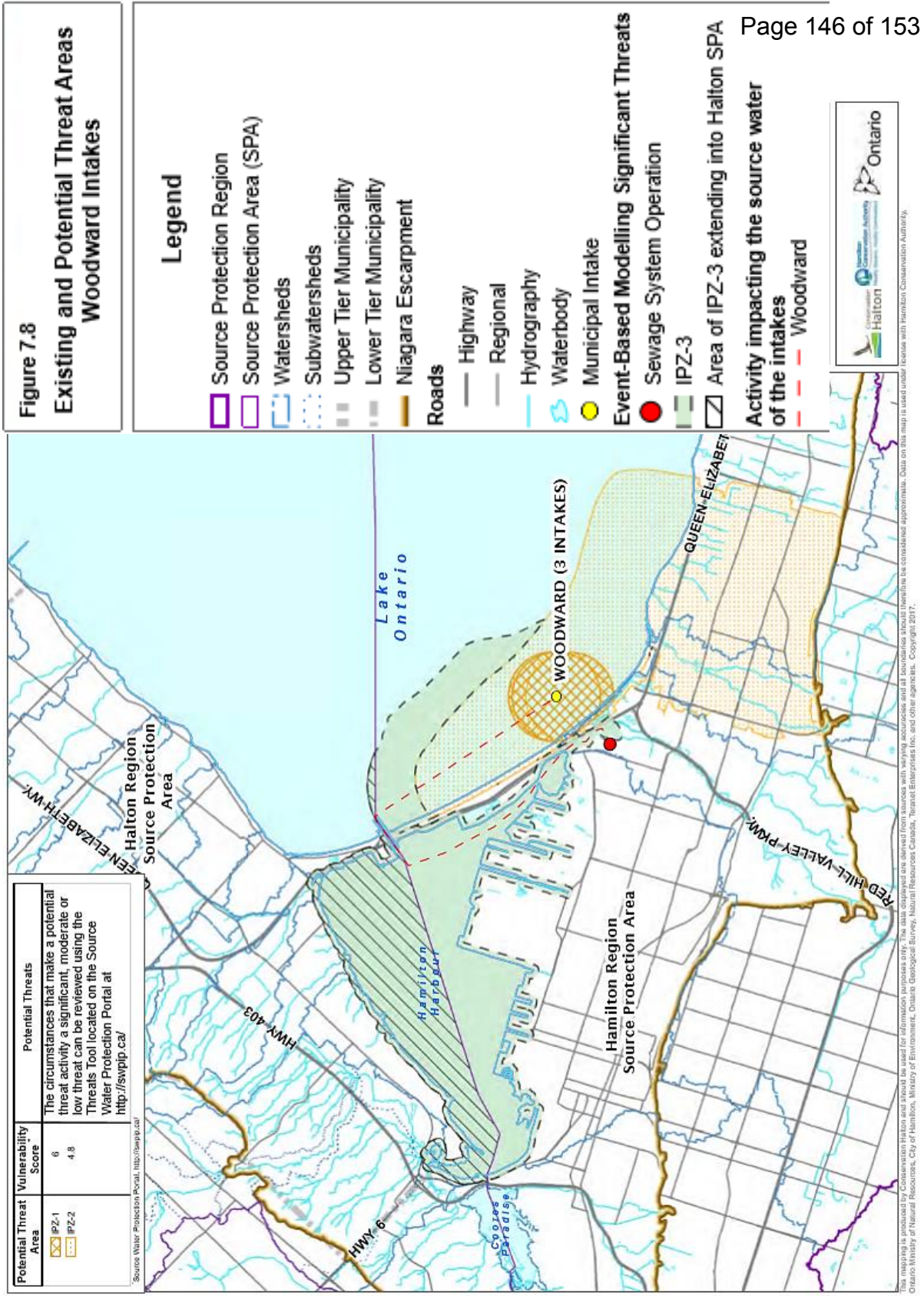
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DRINKING WATER SOURCE PROTECTION WELLHEAD LOCATION MAPPING



# DRINKING WATER SOURCE PROTECTION WELLHEAD LOCATION MAPPING



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Significant Drinking Water Threat Policy Applicability

Significant Drinking Water Threat Policy Categories	Vulnerability Scores on Map
1. Waste Disposal	3.0
2. Sewage Systems	8
3. 4. Agricultural Source Material*	2, 4, 5
5. 6. 7. Non-Agricultural Source Material*	
8. 9. Commercial Fertilizer**	
10. 11. Pasture	
12. 13. Road Salt*	
14. Storage of Snow	
15. Fuel	
16. DNAPLs	
17. Organic Solvents	
18. Aircraft De-icing	
21. Livestock Area	
Local Oil Pipelines	
Threat	

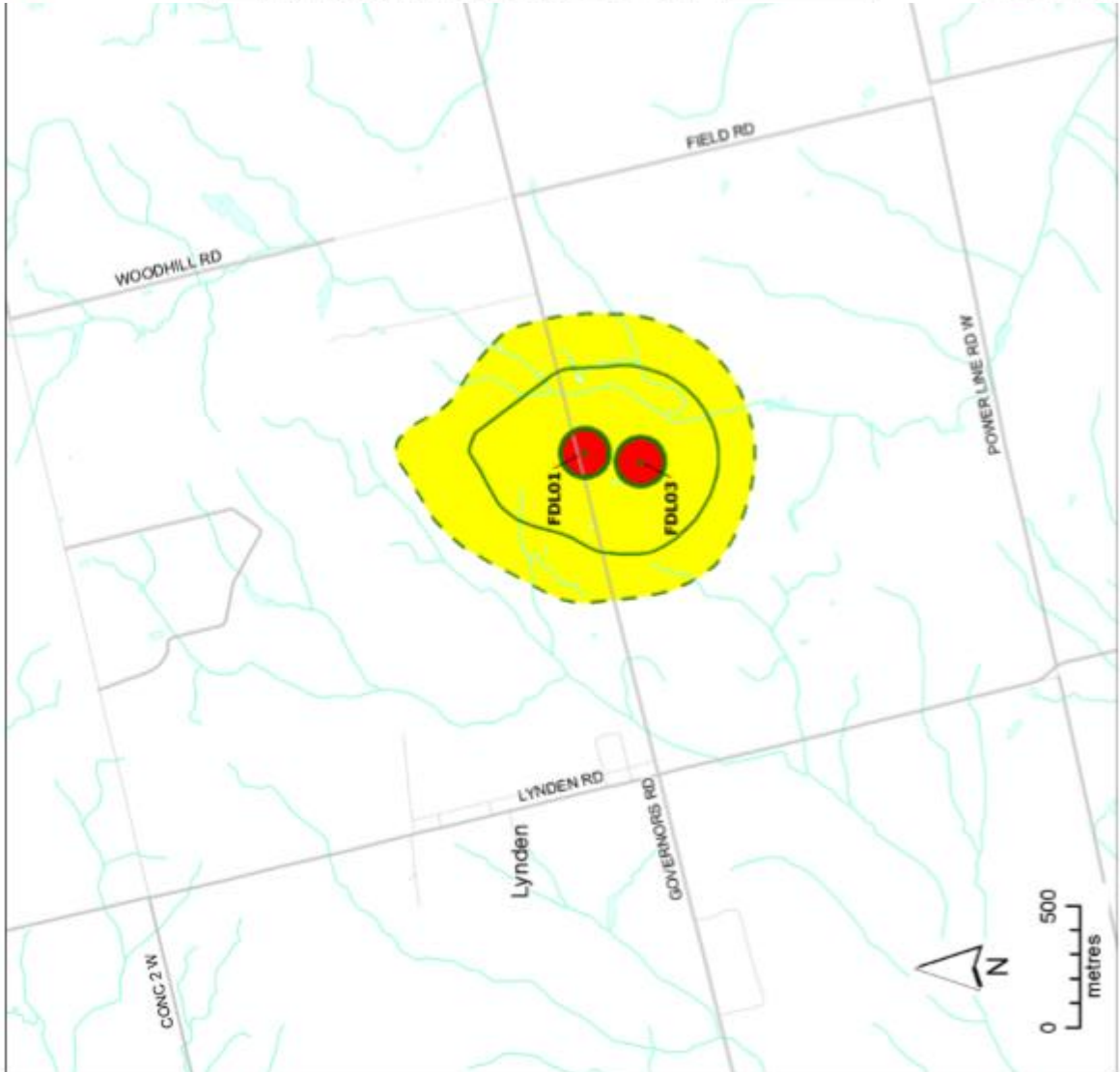
Note: This table provides a summary of the activities listed in the Clean Water Act (2006) that apply as Prescribed Drinking Water Threats (PDWT) within the Non-GUD Wellhead Protection Zones shown on this map. For details refer to the text of the Source Protection Plan and the Ministry of the Environment Drinking Water Threats Tables.  
\*Application of Commercial Fertilizer, Non-Agricultural Source Material, and Road Salt may not be a significant drinking water threat in some areas due to the % managed land, livestock density, and/or % impervious surface calculations for these areas. See the text of the plan for further details.

**Wellhead Protection Zones:**

- Well
- Road
- Minor River
- Lake / Main River
- WHPA-A
- WHPA-B
- WHPA-C



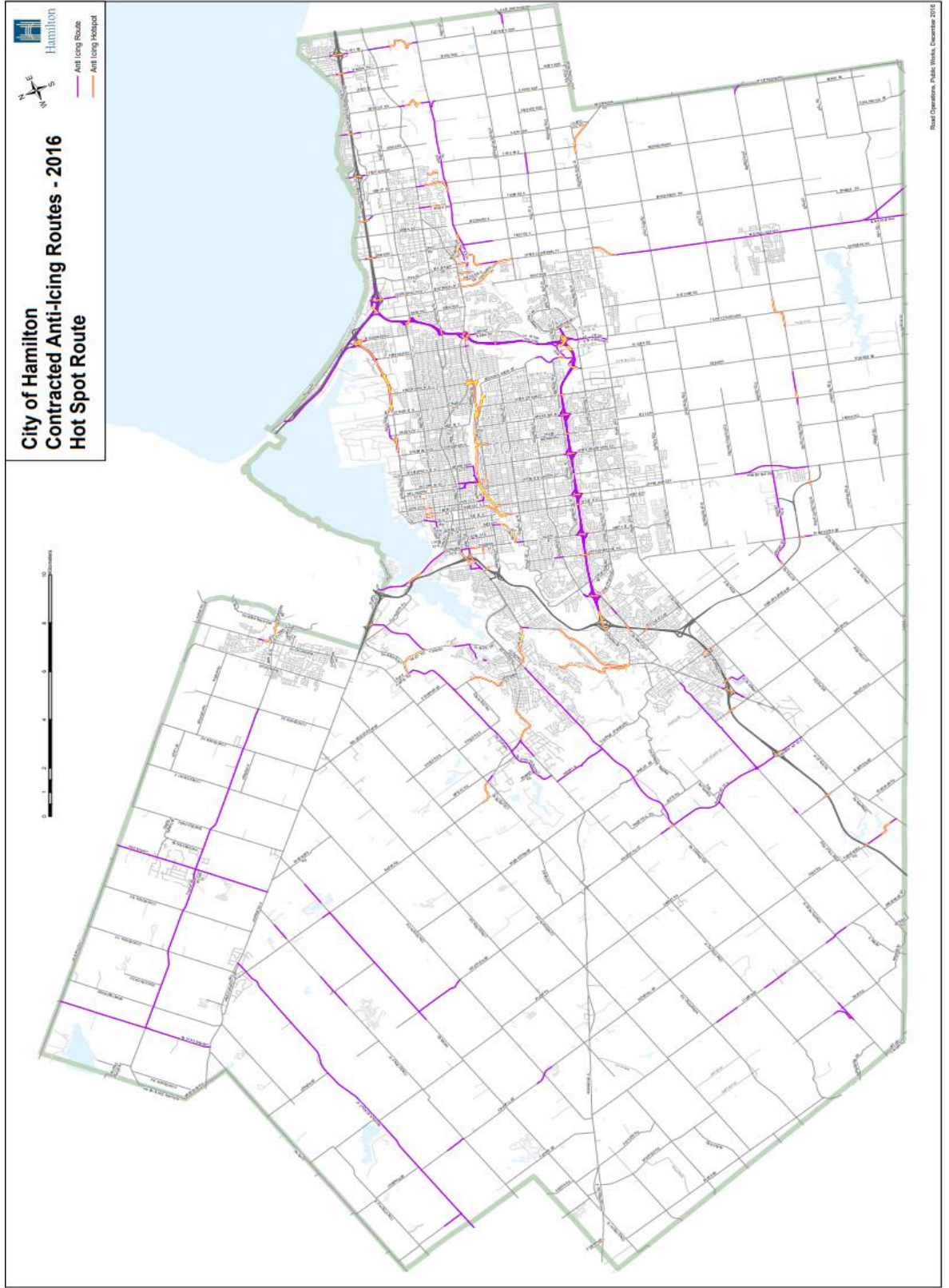
- Updated July 20, 2018
- Larger scale mapping of some map layers, including roads and vulnerability scores, is available at [www.sourcetera.ca](http://www.sourcetera.ca).
- This map is for illustrative purposes only. Information contained herein is not a substitute for professional review or a site survey and is subject to change without notice. The Grand River Conservation Authority takes no responsibility for, nor guarantees, the accuracy of the information contained on this map. Any interpretations or conclusions drawn from this map are the sole responsibility of the user.



# APPENDIX “D”



**DIRECT LIQUID APPLICATION ROUTE MAP**





Hamilton

# CITY OF HAMILTON

## MOTION

Public Works Committee: November 15, 2021

**MOVED BY COUNCILLOR J. FARR**

**SECONDED BY COUNCILLOR.....**

**Environmentally Sustainable Solutions for Food Trucks at Bayfront (and other Park(s))**

WHEREAS, the food trucks providing food to visitors at Bayfront and other Parks use gas generators to provide their electricity, consistently emitting CO<sub>2</sub> and fine particulates into the surrounding neighbourhood;

THEREFORE, BE IT RESOLVED:

That the appropriate staff be requested to explore the feasibility of installing electrical outlets (or other measures) for the food trucks to utilize to eliminate or greatly reduce CO<sub>2</sub> emissions and fine particulates into neighbouring areas and report back in Q1, 2022.

# ITEM 11.3

## CITY OF HAMILTON

### MOTION

Public Works Committee: November 15, 2021

**MOVED BY COUNCILLOR N. NANN.....**

**SECONDED BY COUNCILLOR.....**

**Road Safety Audit of the Intersection of Barton Street East and Wellington Street North**

WHEREAS, in 2019 Council approved the Strategic Road Safety Program and Vision Zero Action Plan aiming to create the conditions for zero fatalities and serious injuries due to collisions;

WHEREAS, the evaluation component of the Vision Zero Action Plan includes identifying the root causes behind traffic related injuries and fatalities;

WHEREAS, the roadways abutting the Hamilton General Hospital, inclusive of Barton Street East and Wellington Street North, are designated Community Safety Zones;

WHEREAS, enhancements were undertaken in 2020 including the installation of ladder crosswalk pavement markings, pedestrian count-down timers and bump-outs as approved as part of Report PW20079 – Hamilton General Hospital Safety Zone; and,

WHEREAS, on October 28, 2021, a resident on a mobility scooter was struck and killed in the intersection at Barton Street East and Wellington Street North;

**THEREFORE, BE IT RESOLVED:**

That Transportation Operations and Maintenance undertake a roadway safety audit, based on Vision Zero principals, of the intersection of Barton Street East and Wellington Street North to assess potential safety enhancements and report back to Public Works Committee by the end of Q2, 2022.



# CITY OF HAMILTON MOTION

Public Works Committee: Nov 15, 2021

**MOVED BY COUNCILLOR J.P. DANKO  
SECONDED BY.....**

### **Claremont Keddy Access Trail Street Art Project**

WHEREAS, construction of the Claremont Keddy Access Trail (KAT) was completed in December 2020;

WHEREAS, since monitoring started in May 2021 over 60,000 people have travelled on the KAT with an average daily usage of 620 people;

WHEREAS, at the time of tender award the barrier coating component of the project was removed as a cost savings measure and deferred to a future implementation date;

WHEREAS, building on the experience of other projects and taking into account the now built infrastructure, staff have identified a total of ten locations that would be suitable for street art installations;

WHEREAS, the proposed street art installations are an opportunity to fulfill the original goal of incorporating a public art component to the Keddy Access Trail Project and would replace the function of a barrier coating;

WHEREAS, there is an opportunity to include functional amenities such as benches for pedestrians, bike racks and other end of trip facilities; and,

WHEREAS, the initiation of a street art project provides the opportunity to simultaneously coordinate a separate stand-alone tribute to Jay Keddy in whose honour the Keddy Trail is named;

THEREFORE, BE IT RESOLVED:

- (a) That the estimated cost of \$180,000 to implement the Keddy Access Trail Street Art, end of trip facilities and Memorial Project be funded from the following accounts: Ward 2 Capital Re-Investment Reserve #108052 (up to \$73,000) and the Ward 8 Capital Re-Investment Reserve #108058 Ward 8 Special Reserve Account (up to \$107,000).
- (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.