



City of Hamilton
PUBLIC WORKS COMMITTEE
AGENDA

Meeting #: 23-007
Date: May 15, 2023
Time: 1:30 p.m.
Location: Council Chambers
Hamilton City Hall
71 Main Street West

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

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City of Recognized as a 2022 Leader in Sustainability

The City of Hamilton has been named as a 2022 Leader in Sustainability by Call2Recycle Canada Inc. The Leader in Sustainability Award is granted each year to organizations that display exceptional commitment to battery recycling. The City of Hamilton collected 64,385 kilograms of household batteries through the Call2Recycle® program during 2022, making it one of the program's top-performing partners. The battery recycling program is part of the City's comprehensive waste management system to maximize waste diversion, which in turn protects the environment and our community.

4.1



PUBLIC WORKS COMMITTEE MINUTES 23-006

1:30 p.m.

Monday, May 1, 2023

Council Chambers

Hamilton City Hall

71 Main Street West

Present: Councillors N. Nann (Chair), J. Beattie, C. Cassar, J. P. Danko, M. Francis, T. Jackson, C. Kroetsch, T. McMeekin, E. Pauls, M. Spadafora, M. Tadeson, A. Wilson, M. Wilson

THE FOLLOWING ITEMS WERE REFERRED TO COUNCIL FOR CONSIDERATION:

1. Accessible Transportation Services Performance Report (PW22079(b)) (City Wide) (Item 9.1)

(Pauls/Spadafora)

That Report PW22079(b), respecting Accessible Transportation Services Performance Report (City Wide), be received.

Result: MOTION, CARRIED by a vote of 13 to 0, as follows:

Yes – Ward 1 Councillor Maureen Wilson
Yes – Ward 2 Councillor Cameron Kroetsch
Yes – Ward 3 Councillor Nrinder Nann
Yes – Ward 5 Councillor Matt Francis
Yes – Ward 6 Councillor Tom Jackson
Yes – Ward 7 Councillor Esther Pauls
Yes – Ward 8 Councillor J. P. Danko
Yes – Ward 10 Councillor Jeff Beattie
Yes – Ward 11 Councillor M. Tadeson
Yes – Ward 12 Councillor Craig Cassar
Yes – Ward 13 Councillor Alex Wilson
Yes – Ward 14 Councillor Mike Spadafora
Yes – Ward 15 Councillor Ted McMeekin

2. Automated Traffic Enforcement – New Sites (PW23029) (City Wide) (Item 11.1)

(A. Wilson/Danko)

- (a) That the twenty-four (24) proposed Automated Speed Enforcement (ASE) program operating locations, attached to Report PW23029 as Appendix “A”, be approved for implementation from August 2023 to August 2025;
- (b) That the Traffic By-law 01-215 be amended, to designate 19 new Community Safety Zones (CSZ) associated with the proposed ASE 2023-2025 program operating locations and to do some housekeeping amendments regarding existing CSZ locations, by passing the amending by-law attached to Report PW23029 as Appendix “B”, which has been prepared in a form satisfactory to the City Solicitor;
- (c) That the following ten (10) locations be approved for the installation of Red Light Cameras (RLC) in 2023:
 - 1. Cannon Street East at Wentworth Street – Westbound
 - 2. Burlington Street East at Ottawa Street North – Eastbound
 - 3. Rymal Road East at Upper Gage Avenue – Southbound
 - 4. Green Road at King Street East – Eastbound
 - 5. Garth Street at Rymal Road West – Southbound
 - 6. Fennell Avenue West at West 5th Street – Southbound
 - 7. Golf Links Road at Meadowlands Boulevard – Southbound
 - 8. Stone Church Road East at Upper Wellington Street – Southbound
 - 9. Parkdale Avenue North at Roxborough Avenue – Southbound
 - 10. Cochrane Road at Lawrence Road – Southbound;
- (d) That the existing RLC’s on Wilson Street at Wentworth Street North and Sanford Avenue North be decommissioned to coincide with the two-way conversion of Wilson Street – Victoria Avenue to Sherman Avenue, scheduled for reconstruction in 2023/2024, and subsequently relocated to:
 - 1. Dundas Street at Main Street – Eastbound
 - 2. Cannon Street East at Gage Avenue North – Eastbound; and
- (e) That the funding to support and implement recommendations in report PW23029 be funded from the RLC Reserve #112203 and the RLC Reserve #112203 be re-named to the Automated Traffic Enforcement Reserve to recognize it being composed of both RLC and ASE.

Result: MOTION, CARRIED by a vote of 13 to 0, as follows:

Yes – Ward 1 Councillor Maureen Wilson

Yes – Ward 2 Councillor Cameron Kroetsch
 Yes – Ward 3 Councillor Nrinder Nann
 Yes – Ward 5 Councillor Matt Francis
 Yes – Ward 6 Councillor Tom Jackson
 Yes – Ward 7 Councillor Esther Pauls
 Yes – Ward 8 Councillor J. P. Danko
 Yes – Ward 10 Councillor Jeff Beattie
 Yes – Ward 11 Councillor M. Tadeson
 Yes – Ward 12 Councillor Craig Cassar
 Yes – Ward 13 Councillor Alex Wilson
 Yes – Ward 14 Councillor Mike Spadafora
 Yes – Ward 15 Councillor Ted McMeekin

3. Improvements to Gilkson Park, 50 Gemini Drive, Mountview Park, 115 San Antonio Drive, Scenic Woods Park, 220 Lavender Drive, and Scenic Parkette, 56 West 31st Street (Ward 14) (Item 12.1)

(Spadafora/Jackson)

WHEREAS, the park pathway and baseball backstop at Gilkson Park, 50 Gemini Drive, have deteriorated and would benefit from replacement;

WHEREAS, the park pathway and sport court at Mountview Park, 115 San Antonio Drive, have deteriorated and would benefit from replacement;

WHEREAS, these recreational pathways connect residents through their community and support healthy activity;

WHEREAS, the play structures at Scenic Woods Park, 220 Lavender Drive, and Scenic Parkette, 56 West 31st Street, have deteriorated and would benefit from replacement; and

WHEREAS, recreational park amenities support valuable opportunities for children, youth and families to be active and play within the Ward 14 neighbourhoods.

THEREFORE, BE IT RESOLVED:

- (a) That the replacement of the park pathway and baseball backstop at Gilkson Park, 50 Gemini Drive, at a cost of \$140,000, including contingency, to be funded from the Ward 14 Special Capital Re-Investment Reserve (#108064), be approved;

- (b) That the replacement of the park pathway and sport court (to a multi-use court), at Mountview Park, 115 San Antonio Drive, at a cost of \$200,000, including contingency, to be funded from the Ward 14 Special Capital Re-Investment Reserve (#108064) be approved;
- (c) That replacement of the existing play structures at Scenic Woods Park, 220 Lavender Drive, and Scenic Parkette, 56 West 31st Street, at a cost of \$500,000 including contingency, to be funded from the Ward 14 Special Capital Re-Investment Reserve (#108064) be approved, and,
- (d) That the General Manager of Public Works be authorized and directed to approve and execute any and all required agreements and ancillary documents, in a form satisfactory to the City Solicitor, related to the replacement of the park pathway and baseball backstop at Gilkson Park, 50 Gemini Drive, replacement of the park pathway and sport court at Mountview Park, 115 San Antonio Drive, and the replacement of the existing play structures at Scenic Woods Park, 220 Lavender Drive, and Scenic Parkette, 56 West 31st Street.

Result: MOTION, CARRIED by a vote of 13 to 0, as follows:

Yes – Ward 1 Councillor Maureen Wilson
 Yes – Ward 2 Councillor Cameron Kroetsch
 Yes – Ward 3 Councillor Nrinder Nann
 Yes – Ward 5 Councillor Matt Francis
 Yes – Ward 6 Councillor Tom Jackson
 Yes – Ward 7 Councillor Esther Pauls
 Yes – Ward 8 Councillor J. P. Danko
 Yes – Ward 10 Councillor Jeff Beattie
 Yes – Ward 11 Councillor M. Tadeson
 Yes – Ward 12 Councillor Craig Cassar
 Yes – Ward 13 Councillor Alex Wilson
 Yes – Ward 14 Councillor Mike Spadafora
 Yes – Ward 15 Councillor Ted McMeekin

**4. Drinking Water Fountain Improvements in Parks and Public Spaces (Ward 1)
(Item 12.2)**

(M. Wilson/A. Wilson)

WHEREAS, the installation of water drinking fountains and bottle filling stations can help reduce the use of single-use plastic water bottles, having a measurable impact on Hamilton's ecosystems and public health;

WHEREAS, water fountains and bottle filling stations support residents staying hydrated in the heat and improve local health;

WHEREAS, many of the existing water drinking fountains in Ward 1 have become worn out, and upgrading these to a bottle filler, fountain bowl, pet bowl would benefit residents;

WHEREAS, Mapleside Park, 13 Mapleside Avenue, currently has no water drinking fountain/bottle filler, and the addition of this service would benefit residents; and

WHEREAS, Mapleside Park is an addition to the water drinking fountain program, operating impacts would be needed to support the maintenance of this new asset.

THEREFORE, BE IT RESOLVED:

- (a) That \$75,000 be allocated from the Ward 1 Special Capital Re-Investment Discretionary Fund (#3302109100) to support the replacement of existing water drinking fountain units with bottle filling stations in parks and public spaces in Ward 1;
- (b) That \$25,000 be allocated from the Ward 1 Special Capital Re-investment Reserve Fund (#108051) for the addition of a new bottle filling station at Mapleside Park, 13 Mapleside Avenue, Hamilton;
- (c) That the appropriate staff be authorized to choose the best suited location for drinking water fountains / bottle filling stations in Ward 1 parks and public spaces based on best practices;
- (d) That the annual operating impacts of \$2,700 for the supply of water, maintenance, and winterization be included in the 2024 Public Works Department base operating budget submission: and,
- (e) 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 related to the replacement and addition of drinking water fountains / bottle filling stations in Ward 1 parks and public spaces.

Result: MOTION, CARRIED by a vote of 13 to 0, as follows:

Yes – Ward 1 Councillor Maureen Wilson
Yes – Ward 2 Councillor Cameron Kroetsch
Yes – Ward 3 Councillor Nrinder Nann
Yes – Ward 5 Councillor Matt Francis

Yes – Ward 6 Councillor Tom Jackson
 Yes – Ward 7 Councillor Esther Pauls
 Yes – Ward 8 Councillor J. P. Danko
 Yes – Ward 10 Councillor Jeff Beattie
 Yes – Ward 11 Councillor M. Tadeson
 Yes – Ward 12 Councillor Craig Cassar
 Yes – Ward 13 Councillor Alex Wilson
 Yes – Ward 14 Councillor Mike Spadafora
 Yes – Ward 15 Councillor Ted McMeekin

5. Accessible Washroom Upgrades at Churchill Park, 199 Glen Road, Hamilton (Ward 1) (Item 12.3)

(M. Wilson/Tadeson)

WHEREAS, the City of Hamilton owned fieldhouse facilities in Ward 1 are maintained by the City of Hamilton's Facilities Operations & Maintenance Section of the Energy, Fleet & Facilities Management Division, Public Works, and programmed through the Recreation Division;

WHEREAS, many of the current fieldhouses in Ward 1 require lifecycle repair and accessibility upgrades;

WHEREAS, accessible washrooms available throughout all seasons at Churchill Park, 199 Glen Road, Hamilton, will draw more users to the Park;

WHEREAS, a feasibility study was previously conducted for the Churchill Park Lawn Bowling building, which identified several cost prohibitive options to renovate the existing building due to land elevations and building constraints; and

WHEREAS, the next phase of executing Landscape Architectural Services, Churchill Park Management Plan includes upgrades to the Churchill Park entrance in the area of the existing washroom building as well as around it and therefore there are efficiencies in combining design and construction to provide winterized and fully accessible washrooms.

THEREFORE, BE IT RESOLVED:

- (a) That Public Works Facilities staff be authorized and directed to utilize existing block funding in the Churchill Fieldhouse PID (4242109107) to retain a Prime Design Consultant to undertake detailed design of accessible washroom upgrades at Churchill Park, 199 Glen Road, Hamilton;
- (b) That the funding for the detailed design of the accessible washroom upgrades at Churchill Park Fieldhouse, 199 Glen Road, Hamilton, at a cost,

including contingency, not to exceed \$125,000, to be funded from the Ward 1 Capital Re-Investment Reserve (108051) be approved and added to the Churchill Fieldhouse PID (4242109107); and

- (c) That the Mayor and City Clerk be authorized and directed to execute any required agreement(s) and ancillary documents, with such terms and conditions in a form satisfactory to the City Solicitor, related to the detailed design of the accessible washroom upgrades at Churchill Park Fieldhouse, 199 Glen Road, Hamilton.

Result: MOTION, CARRIED by a vote of 13 to 0, as follows:

Yes – Ward 1 Councillor Maureen Wilson
 Yes – Ward 2 Councillor Cameron Kroetsch
 Yes – Ward 3 Councillor Nrinder Nann
 Yes – Ward 5 Councillor Matt Francis
 Yes – Ward 6 Councillor Tom Jackson
 Yes – Ward 7 Councillor Esther Pauls
 Yes – Ward 8 Councillor J. P. Danko
 Yes – Ward 10 Councillor Jeff Beattie
 Yes – Ward 11 Councillor M. Tadeson
 Yes – Ward 12 Councillor Craig Cassar
 Yes – Ward 13 Councillor Alex Wilson
 Yes – Ward 14 Councillor Mike Spadafora
 Yes – Ward 15 Councillor Ted McMeekin

6. Improvements to Dr. William Bethune Park, 60 Dicenzo Drive, Hamilton (Ward 8) (Item 12.4)

(Danko/M. Wilson)

WHEREAS, Dr. William Bethune Park is an existing neighbourhood park located at 60 Dicenzo Drive, Hamilton, Ward 8;

WHEREAS, baseball diamond and parking improvements were completed in 2022, through area rating funds approved at March 21, 2022 Public Works Committee; and

WHEREAS, additional fencing enhancements are needed to complete the overall baseball diamond improvement program.

THEREFORE, BE IT RESOLVED:

- (a) That the replacement of the baseball diamond line fencing, to an upset limit of \$10,000, at Dr. William Bethune Park, 60 Dicenzo Drive, Hamilton, to be funded from the Ward 8 Special Capital Re-investment Reserve Fund

(#108058), be approved;

- (b) That the Mayor and City Clerk be authorized and directed to approve and execute all required agreements and ancillary documents, with such terms and conditions in a form satisfactory to the City Solicitor related to the replacement of the baseball diamond line fencing at Dr. William Bethune Park, 60 Dicenzo Drive, Hamilton.

Result: MOTION, CARRIED by a vote of 13 to 0, as follows:

Yes – Ward 1 Councillor Maureen Wilson
 Yes – Ward 2 Councillor Cameron Kroetsch
 Yes – Ward 3 Councillor Nrinder Nann
 Yes – Ward 5 Councillor Matt Francis
 Yes – Ward 6 Councillor Tom Jackson
 Yes – Ward 7 Councillor Esther Pauls
 Yes – Ward 8 Councillor J. P. Danko
 Yes – Ward 10 Councillor Jeff Beattie
 Yes – Ward 11 Councillor M. Tadeson
 Yes – Ward 12 Councillor Craig Cassar
 Yes – Ward 13 Councillor Alex Wilson
 Yes – Ward 14 Councillor Mike Spadafora
 Yes – Ward 15 Councillor Ted McMeekin

7. Lighting Improvements at Eastmount Park, 115 East 26th Street, Hamilton (Ward 7) (Item 12.5)

(Pauls/Jackson)

WHEREAS, Eastmount Park is an existing neighbourhood park located at 115 East 26th Street, Hamilton, Ward 7;

WHEREAS, the park would benefit from additional lighting near the parking lot;

WHEREAS, \$20,000 was approved in March 21, 2022 at Public Works Committee for new lighting on the existing building(s) near the Eastmount Park parking lot (Project ID 4242209702);

WHEREAS, the preferred alternative to provide lighting at this location includes the construction of two new light standards with LED fixtures, which will provide better light distribution to the parking area; and

WHEREAS, the project costs have increased with the preferred design, and an additional \$25,000 is required to implement this improvement.

THEREFORE, BE IT RESOLVED:

- (a) That the installation of lighting near the parking lot at Eastmount Park, 115 East 26th Street, Hamilton, to be funded from the Ward 7 Special Capital Re- Investment Reserve Fund (#108057) with an additional \$25,000, be approved;
- (b) That the annual operating impacts of \$500 for the required maintenance and repairs for the new lighting near the parking lot at Eastmount Park, 115 East 26th Street, Hamilton, be included in the 2024 Public Works Department base operating budget;
- (c) That the Mayor and City Clerk be authorized and directed to approve and execute all required agreements and ancillary documents, with such terms and conditions in a form satisfactory to the City Solicitor related to the new lighting at Eastmount Park, 115 East 26th Street, Hamilton.

Result: MOTION, CARRIED by a vote of 13 to 0, as follows:

Yes – Ward 1 Councillor Maureen Wilson
 Yes – Ward 2 Councillor Cameron Kroetsch
 Yes – Ward 3 Councillor Nrinder Nann
 Yes – Ward 5 Councillor Matt Francis
 Yes – Ward 6 Councillor Tom Jackson
 Yes – Ward 7 Councillor Esther Pauls
 Yes – Ward 8 Councillor J. P. Danko
 Yes – Ward 10 Councillor Jeff Beattie
 Yes – Ward 11 Councillor M. Tadeson
 Yes – Ward 12 Councillor Craig Cassar
 Yes – Ward 13 Councillor Alex Wilson
 Yes – Ward 14 Councillor Mike Spadafora
 Yes – Ward 15 Councillor Ted McMeekin

8. Opportunities to partner with Educational Institutions to Plant Trees (City Wide) (Added Item 12.6)

(Danko/Nann)

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

WHEREAS, through increased tree planting initiatives on public property, the City continues to work towards meeting targets for the 30% urban tree canopy coverage, as set in the Council approved Draft Urban Forestry Strategy;

WHEREAS, increasing the urban tree canopy by planting trees on private property has many environmental benefits to the residents of the City;

WHEREAS, tree planting on institutional education properties within private lands is not currently funded under existing City funded tree planting programs;

WHEREAS, larger post secondary properties have land holdings that are not treed, and therefore provide opportunities to increase tree canopy across the City;

WHEREAS, some educational institutions do not have funding for tree planting to enhance their properties; and

WHEREAS, some Hamilton public, Catholic and post-secondary school representatives have shown interest in participating in partnering with the City to plant trees on their privately-owned lands.

THEREFORE, BE IT RESOLVED:

That staff be directed to work with institutional education representatives to identify how they could partner with the City to help meet canopy targets through larger scale tree planting initiatives utilizing current budgets and staffing resources, and report back to the Public Works Committee with recommendations on how tree planting on institutional lands might be implemented.

Result: MOTION, CARRIED by a vote of 13 to 0, as follows:

Yes – Ward 1 Councillor Maureen Wilson
 Yes – Ward 2 Councillor Cameron Kroetsch
 Yes – Ward 3 Councillor Nrinder Nann
 Yes – Ward 5 Councillor Matt Francis
 Yes – Ward 6 Councillor Tom Jackson
 Yes – Ward 7 Councillor Esther Pauls
 Yes – Ward 8 Councillor J. P. Danko
 Yes – Ward 10 Councillor Jeff Beattie
 Yes – Ward 11 Councillor M. Tadeson
 Yes – Ward 12 Councillor Craig Cassar
 Yes – Ward 13 Councillor Alex Wilson
 Yes – Ward 14 Councillor Mike Spadafora
 Yes – Ward 15 Councillor Ted McMeekin

9. Free Tree Giveaway Inclusion of Educational Institutions (City Wide) (Added Item 12.7)

(Danko/Nann)

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

WHEREAS, through increased tree planting initiatives on public property, the City continues to work towards meeting targets for the 30% urban tree canopy coverage, as set in the Council approved Draft Urban Forestry Strategy;

WHEREAS, increasing the urban tree canopy by planting trees on private property has many environmental benefits to the residents of the City;

WHEREAS, the Free Tree Giveaway program allows residents within Hamilton to participate in the Free Tree Giveaway and gain a free tree to plant on their private property;

WHEREAS, tree planting on institutional education properties within private lands is not currently funded under existing City funded tree planting programs; and

WHEREAS, some school representatives have shown interest in participating in the Free Tree Giveaway.

THEREFORE, BE IT RESOLVED:

That staff be directed to adjust the current Free Tree Giveaway program to allow a representative of an educational institution within Hamilton to participate in the program by allowing one representative from the educational institution to attend an event and pick-up one to five trees with proof that they represent the institution.

Result: MOTION, CARRIED by a vote of 13 to 0, as follows:

Yes – Ward 1 Councillor Maureen Wilson
Yes – Ward 2 Councillor Cameron Kroetsch
Yes – Ward 3 Councillor Nrinder Nann
Yes – Ward 5 Councillor Matt Francis
Yes – Ward 6 Councillor Tom Jackson
Yes – Ward 7 Councillor Esther Pauls
Yes – Ward 8 Councillor J. P. Danko
Yes – Ward 10 Councillor Jeff Beattie
Yes – Ward 11 Councillor M. Tadeson
Yes – Ward 12 Councillor Craig Cassar
Yes – Ward 13 Councillor Alex Wilson
Yes – Ward 14 Councillor Mike Spadafora
Yes – Ward 15 Councillor Ted McMeekin

FOR INFORMATION:

(a) APPROVAL OF AGENDA (Item 2)

(Spadafora/Cassar)

That the Agenda for the May 1, 2023 Public Works Committee meeting be approved, as presented.

Result: MOTION, CARRIED by a vote of 12 to 0, as follows:

Yes - Ward 1 Councillor Maureen Wilson
 Yes - Ward 2 Councillor Cameron Kroetsch
 Yes - Ward 3 Councillor Nrinder Nann
 Yes - Ward 5 Councillor Matt Francis
 Yes - Ward 6 Councillor Tom Jackson
 Not Present - Ward 7 Councillor Esther Pauls
 Yes - Ward 8 Councillor J. P. Danko
 Yes - Ward 10 Councillor Jeff Beattie
 Yes - Ward 11 Councillor M. Tadeson
 Yes - Ward 12 Councillor Craig Cassar
 Yes - Ward 13 Councillor Alex Wilson
 Yes - Ward 14 Councillor Mike Spadafora
 Yes - Ward 15 Councillor Ted McMeekin

(b) DECLARATIONS OF INTEREST (Item 3)

Councillor J.P. Danko declared a non-disqualifying interest respecting Added Item 12.6 - Opportunities to partner with Educational Institutions to Plant Trees (City Wide), and Added Item 12.7 - Free Tree Giveaway Inclusion of Educational Institutions (City Wide), as his wife is Chair of the Hamilton-Wentworth District School Board.

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

(i) April 17, 2023 (Item 4.1)

(Cassar/Francis)

That the Minutes of the April 17, 2023 meeting of the Public Works Committee be approved, as presented.

Result: MOTION, CARRIED by a vote of 12 to 0, as follows:

Yes - Ward 1 Councillor Maureen Wilson
 Yes - Ward 2 Councillor Cameron Kroetsch
 Yes - Ward 3 Councillor Nrinder Nann

Yes - Ward 5 Councillor Matt Francis
 Yes - Ward 6 Councillor Tom Jackson
 Not Present - Ward 7 Councillor Esther Pauls
 Yes - Ward 8 Councillor J. P. Danko
 Yes - Ward 10 Councillor Jeff Beattie
 Yes - Ward 11 Councillor M. Tadeson
 Yes - Ward 12 Councillor Craig Cassar
 Yes - Ward 13 Councillor Alex Wilson
 Yes - Ward 14 Councillor Mike Spadafora
 Yes - Ward 15 Councillor Ted McMeekin

(d) DELEGATION REQUESTS (Item 6)

(Spadafora/Tadeson)

That the following Delegation Request be approved for today's meeting:

- (i) James Kemp respecting Item 9.1 Accessible Transportation Services Performance Report (PW22079(b)) (City Wide) (Item 6.1)

Result: MOTION, CARRIED by a vote of 12 to 0, as follows:

Yes - Ward 1 Councillor Maureen Wilson
 Yes - Ward 2 Councillor Cameron Kroetsch
 Yes - Ward 3 Councillor Nrinder Nann
 Yes - Ward 5 Councillor Matt Francis
 Yes - Ward 6 Councillor Tom Jackson
 Not Present - Ward 7 Councillor Esther Pauls
 Yes - Ward 8 Councillor J. P. Danko
 Yes - Ward 10 Councillor Jeff Beattie
 Yes - Ward 11 Councillor M. Tadeson
 Yes - Ward 12 Councillor Craig Cassar
 Yes - Ward 13 Councillor Alex Wilson
 Yes - Ward 14 Councillor Mike Spadafora
 Yes - Ward 15 Councillor Ted McMeekin

(e) DELEGATIONS (Item 7)

- (i) **James Kemp respecting Item 9.1 Accessible Transportation Services Performance Report (PW22079(b)) (City Wide) (Item 7.1)**

James Kemp addressed Committee respecting Item 9.1 Accessible Transportation Services Performance Report (PW22079(b)) (City Wide).

(McMeekin/Tadeson)

That the following delegation, be received:

- (i) James Kemp addressed Committee respecting Item 9.1 Accessible Transportation Services Performance Report (PW22079(b)) (City Wide).

Result: MOTION, CARRIED by a vote of 13 to 0, as follows:

Yes - Ward 1 Councillor Maureen Wilson
 Yes - Ward 2 Councillor Cameron Kroetsch
 Yes - Ward 3 Councillor Nrinder Nann
 Yes - Ward 5 Councillor Matt Francis
 Yes - Ward 6 Councillor Tom Jackson
 Yes - Ward 7 Councillor Esther Pauls
 Yes - Ward 8 Councillor J. P. Danko
 Yes - Ward 10 Councillor Jeff Beattie
 Yes - Ward 11 Councillor M. Tadeson
 Yes - Ward 12 Councillor Craig Cassar
 Yes - Ward 13 Councillor Alex Wilson
 Yes - Ward 14 Councillor Mike Spadafora
 Yes - Ward 15 Councillor Ted McMeekin

(f) CONSENT ITEMS (Item 9)

- (i) **Keep Hamilton Clean and Green Committee Minutes - February 21, 2023 (Item 9.2)**

(A. Wilson/Cassar)

That the Keep Hamilton Clean and Green Committee Minutes - February 21, 2023, be received.

Result: MOTION, CARRIED by a vote of 13 to 0, as follows:

Yes - Ward 1 Councillor Maureen Wilson
 Yes - Ward 2 Councillor Cameron Kroetsch
 Yes - Ward 3 Councillor Nrinder Nann
 Yes - Ward 5 Councillor Matt Francis
 Yes - Ward 6 Councillor Tom Jackson
 Yes - Ward 7 Councillor Esther Pauls
 Yes - Ward 8 Councillor J. P. Danko
 Yes - Ward 10 Councillor Jeff Beattie
 Yes - Ward 11 Councillor M. Tadeson
 Yes - Ward 12 Councillor Craig Cassar
 Yes - Ward 13 Councillor Alex Wilson
 Yes - Ward 14 Councillor Mike Spadafora
 Yes - Ward 15 Councillor Ted McMeekin

(g) DISCUSSION ITEMS (Item 11)**(i) Bicycle Yield at Stop Signs (Idaho Stop) (Hamilton Cycling Committee - Citizen Committee Report) (Item 11.2)****(Kroetsch/Cassar)**

That the City of Hamilton correspond with the province to encourage the enactment of a law where cyclists can yield at stop signs, known as an "Idaho" stop.

(M. Wilson/Danko)

That the Hamilton Cycling Committee Citizen Committee Report respecting Bicycle Yield at Stop Signs (Idaho Stop), be received and referred to staff for a report back to the Public Works Committee respecting stop as yield laws and practices for bicycles and the safety environmental transportation outcomes, including consultation with the Hamilton Police Services.

Result: MOTION, CARRIED by a vote of 12 to 1, as follows:

Yes - Ward 1 Councillor Maureen Wilson
 Yes - Ward 2 Councillor Cameron Kroetsch
 Yes - Ward 3 Councillor Nrinder Nann
 Yes - Ward 5 Councillor Matt Francis
 Yes - Ward 6 Councillor Tom Jackson
 No - Ward 7 Councillor Esther Pauls
 Yes - Ward 8 Councillor J. P. Danko
 Yes - Ward 10 Councillor Jeff Beattie
 Yes - Ward 11 Councillor M. Tadeson
 Yes - Ward 12 Councillor Craig Cassar
 Yes - Ward 13 Councillor Alex Wilson
 Yes - Ward 14 Councillor Mike Spadafora
 Yes - Ward 15 Councillor Ted McMeekin

(h) NOTICES OF MOTION (Item 13)**(i) Opportunities to Partner with Educational Institutions to Plant Trees (City Wide) (Item 13.1)****(Danko/Nann)**

That the Rules of Order be waived to allow for the introduction of a Motion respecting Opportunities to Partner with Educational Institutions to Plant Trees.

Result: Motion CARRIED by a 2/3 majority vote of 13 to 0, as follows

Yes - Ward 1 Councillor Maureen Wilson
 Yes - Ward 2 Councillor Cameron Kroetsch
 Yes - Ward 3 Councillor Nrinder Nann
 Yes - Ward 5 Councillor Matt Francis
 Yes - Ward 6 Councillor Tom Jackson
 Yes - Ward 7 Councillor Esther Pauls
 Yes - Ward 8 Councillor J. P. Danko
 Yes - Ward 10 Councillor Jeff Beattie
 Yes - Ward 11 Councillor M. Tadeson
 Yes - Ward 12 Councillor Craig Cassar
 Yes - Ward 13 Councillor Alex Wilson
 Yes - Ward 14 Councillor Mike Spadafora
 Yes - Ward 15 Councillor Ted McMeekin

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

(ii) Free Tree Giveaway Inclusion of Educational Institutions (Item 13.2)

(Danko/Nann)

That the Rules of Order be waived to allow for the introduction of a Motion respecting Free Tree Giveaway Inclusion of Educational Institutions.

Result: Motion CARRIED by a 2/3 majority vote of 13 to 0, as follows

Yes - Ward 1 Councillor Maureen Wilson
 Yes - Ward 2 Councillor Cameron Kroetsch
 Yes - Ward 3 Councillor Nrinder Nann
 Yes - Ward 5 Councillor Matt Francis
 Yes - Ward 6 Councillor Tom Jackson
 Yes - Ward 7 Councillor Esther Pauls
 Yes - Ward 8 Councillor J. P. Danko
 Yes - Ward 10 Councillor Jeff Beattie
 Yes - Ward 11 Councillor M. Tadeson
 Yes - Ward 12 Councillor Craig Cassar
 Yes - Ward 13 Councillor Alex Wilson
 Yes - Ward 14 Councillor Mike Spadafora
 Yes - Ward 15 Councillor Ted McMeekin

For further disposition of this matter, refer to Item 9.

(i) GENERAL INFORMATION / OTHER BUSINESS (Item 14)

(i) Amendments to the Outstanding Business List (Item 14.1)**(Kroetsch/A. Wilson)**

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

- (1) Items Considered Complete and Needing to be Removed (Item 14.1(a))
 - (i) HSR / ATS / DARTS Passenger Policies for Persons with Disabilities (Item 14.1(a)(a))
Addressed as Item 11.2 (PW23009) (February 13, 2023)
Item on OBL: ABR
- (2) Items Requiring a New Due Date (Item 14.1(b))
 - (i) Impact of On-Site and Excess Soils Management Regulation (O. Reg 406/19) and other pressures on Capital Program Costs (Item 14.1(b)(a))
Item on OBL: ACZ
Current Due Date: May 23, 2023
Proposed New Due Date: June 12
 - (ii) Upper Paradise Road In-Service Road Safety Review (Ward 14) (Item 14.1(b)(b))
Item on OBL: ADL
Current Due Date: Q3 2023
Proposed New Due Date: September 18, 2023

Result: MOTION, CARRIED by a vote of 13 to 0, as follows:

Yes - Ward 1 Councillor Maureen Wilson
 Yes - Ward 2 Councillor Cameron Kroetsch
 Yes - Ward 3 Councillor Nrinder Nann
 Yes - Ward 5 Councillor Matt Francis
 Yes - Ward 6 Councillor Tom Jackson
 Yes - Ward 7 Councillor Esther Pauls
 Yes - Ward 8 Councillor J. P. Danko
 Yes - Ward 10 Councillor Jeff Beattie
 Yes - Ward 11 Councillor M. Tadeson
 Yes - Ward 12 Councillor Craig Cassar
 Yes - Ward 13 Councillor Alex Wilson
 Yes - Ward 14 Councillor Mike Spadafora
 Yes - Ward 15 Councillor Ted McMeekin

(j) ADJOURNMENT (Item 16)

(Francis/Pauls)

That there being no further business, the meeting adjourned at 3:53 p.m.

Result: MOTION, CARRIED by a vote of 13 to 0, as follows:

Yes - Ward 1 Councillor Maureen Wilson
Yes - Ward 2 Councillor Cameron Kroetsch
Yes - Ward 3 Councillor Nrinder Nann
Yes - Ward 5 Councillor Matt Francis
Yes - Ward 6 Councillor Tom Jackson
Yes - Ward 7 Councillor Esther Pauls
Yes - Ward 8 Councillor J. P. Danko
Yes - Ward 10 Councillor Jeff Beattie
Yes - Ward 11 Councillor M. Tadeson
Yes - Ward 12 Councillor Craig Cassar
Yes - Ward 13 Councillor Alex Wilson
Yes - Ward 14 Councillor Mike Spadafora
Yes - Ward 15 Councillor Ted McMeekin

Respectfully submitted,

Councillor Nann, Chair,
Public Works Committee

Carrie McIntosh
Legislative Coordinator
Office of the City Clerk



INFORMATION REPORT

| | |
|---------------------------|--|
| TO: | Chair and Members Public Works Committee |
| COMMITTEE DATE: | May 15, 2023 |
| SUBJECT/REPORT NO: | Support for Large Scale Volunteer Clean-up events Update (PW23032) (City Wide) (Outstanding Business List Item) |
| WARD(S) AFFECTED: | City Wide |
| PREPARED BY: | Rob Wagner (905) 546-2424 Ext. 5379 |
| SUBMITTED BY: | Cynthia Graham Acting Director, Environmental Services Public Works Department |
| SIGNATURE: |  |
| SUBMITTED BY: | Angela Storey Director, Waste Management Public Works Department |
| SIGNATURE: |  |

COUNCIL DIRECTION

Public Works Committee at its meeting of March 20, 2023 approved the following: “That City staff report back to the May 15, 2023 meeting of the Public Works Committee on what would be needed to ensure that the City staff can fully support waste pickup for large community clean-ups including the need for safety and equipment training.”

INFORMATION

Neighbourhood clean-ups of all sizes are supported through the Team Up to Clean Up and Adopt-a-Park programs. Volunteer clean-ups are coordinated on the City’s side by the Clean & Green Coordinator that is part of the Business Programs Section of the Environmental Services Division. The Clean & Green Coordinator’s primary focus is on volunteer coordination, including registration, provision of supplies and arranging the removal of waste collected. It is understood that volunteers are the lifeblood of our

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**SUBJECT: Support for Large Scale Volunteer Clean-up Events Update
(PW23032) (City Wide) – Page 2 of 4**

program and the group is committed to providing volunteers with needed support every step of the way.

Large Events

At the Public Works Committee meeting on March 20, 2023 a delegate highlighted issues they have when coordinating support for larger scale (> 150 volunteers) clean-ups that generally occur on the weekend. As per the process, volunteers looking to utilize the Team Up to Clean Up or Adopt-a-Park program can register through the online intake form found on the City of Hamilton Website. To account for coordination of supplies, volunteers are asked to register their event at least two weeks prior the event date.

As part of the registration process, participants are asked for the following:

- Registrant name and contact information
- Type of registration (one-time event or ongoing)
- Proposed clean-up date, time, and location
- Number of participants
- Supplies required
- After clean-up waste removal method: bring identifiable orange bags home for set out with regular waste on collection day, take their waste and approval waiver to a Community Recycling Centre or request a scheduled pick up by City staff responsible for the asset (i.e. Parks, Roadway Maintenance or Waste Collections)

A scheduled pick-up is often coordinated when a volunteer group is unable to look after the removal of collected items and bags themselves. In the event of a scheduled pick-up, the Clean & Green Coordinator communicates internally with the asset owner in Public Works prior to the event to advise them of their duties related to the pick-up of the volunteer collected waste.

The asset owner (Parks, Roadway Maintenance, Waste Collections) will ensure the dispatch of staff as required to remove the waste at a time following the end of the clean-up and prior to the end of the work shift. From time to time, depending on the date and time of day the clean-up ends, availability of staff and vehicles and the nature of the collected items, the waste may not be collected until the next working day.

One impact of the COVID-19 pandemic was the cancellation followed by a slow return to volunteer clean-ups. In the meantime, organizational structures changed and staff working on the team turned over. This resulted in a gap in the coordination and delivery of some of the services provided, including ensuring staff resources were available to complete scheduled pick-ups of waste following volunteer clean-ups, especially where a

**SUBJECT: Support for Large Scale Volunteer Clean-up Events Update
(PW23032) (City Wide) – Page 3 of 4**

large number of pick up locations were needed in the same small timeframe (i.e mid-late afternoon on a weekend). Staff who work from 5:30 am to 1:30 pm were assigned to collect waste for clean ups that didn't conclude until after their shift ended. Staff would add the collection to their next days' schedule, however where larger piles of waste was left it had the opportunity to "grow" overnight with non-volunteer collected waste added to the pile.

Solution

As staff gear up for the busy volunteer led clean-up season, procedures have been reviewed and enhanced to ensure waste collected at volunteer clean up events is removed in a timely manner. Coordination efforts between all groups have been confirmed and strong communication is now included so that both volunteer coordinators and staff are all aware of the specifics and can support the larger clean ups. Divisions have agreed to assist each other on clean-up tasks as required. This may require approving overtime for staff outside of their regularly scheduled shift however staff will work well in advance with volunteer coordinators of larger events to ensure dates, times, locations, etc. are clear and accessible for waste removal as applicable to minimize budgetary impacts. Any pressures related to the program will be reported via the annual Clean and Green Hamilton Strategy Communication Update.

As seen in Table 1 of Report PW23032, there was a decrease in the number of Team Up to Clean Up events during the peak of the COVID-19 pandemic, especially in the "large" clean up category and the number of events requiring a scheduled collection. In 2020 there were only eight small events coordinated due to pandemic restrictions, but events began to come back on board in 2021 and 2022. The team is looking forward to working with volunteer clean-up coordinators as the interest in the program begins to return to pre-pandemic levels this year.

Table 1 – Team Up to Clean Up Statistics (2019, 2021/2022 and YTD 2023)

| Team Up to Clean Up Statistics | | | | |
|--|-----|-------|--------------------|-------------|
| | | 2019 | 2021/22 Average | 2023 YTD |
| Number of Events | | 164 | 123 | 83 |
| Events Requiring Collection | Yes | 95 | 34.5 | 35 |
| | No | 69 | 88.5 | 48 |
| Total Volunteers | | 7749 | 4007 | 8267 |
| Average Number of Volunteers per event | | 47.25 | 32.90 | 99.67 |
| Number of Events > or = 150 Volunteers | | 11 | 9 | 24 |

Health and Safety Training

**SUBJECT: Support for Large Scale Volunteer Clean-up Events Update
(PW23032) (City Wide) – Page 4 of 4**

As seen in the motion from the March 20, 2023 Public Works Committee Meeting, Staff have been asked to ensure safety training is made available to volunteers for their clean-up events. The current safety training protocol includes the provision of a Volunteer Manual that lists Health & Safety instructions and information. The instructions and information includes:

- Visit the cleanup location before your cleanup date to look for possible hazards.
- Arrange for adult supervision if you have youth volunteers.
- Make sure volunteers are safe during the event.
- Wear a safety vest or bright clothing so volunteers can find you easily in an emergency.
- Have all volunteers work in pairs or small groups.
- Ensure all volunteers wear work gloves and closed toe shoes.
- Have young volunteers ask an adult first if they are unsure about picking up a piece of litter.
- Remind volunteers to wash hands before eating and at the end of the day.
- Keep sunscreen and insect repellent on hand.
- Make sure all volunteers drink water and keep hydrated.
- Suspend the cleanup during bad weather (fog, thunder, and lightning)

There will be an addition to the list above that emphasizes that volunteers should only collect litter that they can safely collect and carry to the collection point. Large items, such as bulk items, should be left and reported for City of Hamilton staff to collect.

Group leaders are provided with gloves for every volunteer as well as garbage pickers. Safety tips are communicated to the volunteer groups and a phone number is provided if hazardous items are spotted (such as hypodermic needles, syringes, broken glass, animal carcasses, biohazards). Volunteer registrants acknowledge and confirm that they have read and understand the safety information provided and agree to share it with event participants.

Through this information report staff consider the matter respecting support for large scale clean-up events as complete and can be removed from the Public Works Committee Outstanding Business List.

APPENDICES AND SCHEDULES ATTACHED

N/A



INFORMATION REPORT

| | |
|---------------------------|---|
| TO: | Chair and Members Public Works Committee |
| COMMITTEE DATE: | May 15, 2023 |
| SUBJECT/REPORT NO: | 2022 Wastewater Quality Management System Annual Summary Report (PW23030) (City Wide) |
| WARD(S) AFFECTED: | City Wide |
| PREPARED BY: | Susan Girt (905) 546-2424 Ext. 2671 |
| SUBMITTED BY: | Nick Winters Director, Hamilton Water Public Works Department |
| SIGNATURE: | |

COUNCIL DIRECTION

N/A

INFORMATION

The Hamilton Water Division voluntarily developed and implemented a Wastewater Quality Management System (WWQMS) as part of the City of Hamilton's (City) efforts to:

- Consistently process wastewater that meets or exceeds applicable legislative, regulatory and other requirements; and,
- Enhance environmental performance through the effective application and continual improvement of the Quality Management System.

This Information Report provides a summary of the main elements of the WWQMS for 2022 and highlights key information. More detailed information is provided in Appendix "A" to Report PW23030.

The submission of the WWQMS Annual Summary Report satisfies the requirements of the WWQMS Operational Plan Summary Report (City of Hamilton Voluntary WWQMS Standard) which was originally endorsed by Council on December 16, 2020. Council

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SUBJECT: 2022 Wastewater Quality Management System Annual Summary Report (PW23030) (City Wide) – Page 2 of 3

re-signed the Commitment and Endorsement of the WWQMS Operational Plan Summary Report on March 29, 2023, through Report PW23017.

The purpose of the WWQMS Annual Summary Report is to inform the Owner (Mayor and Council) of the performance and major milestones achieved in the City's WWQMS in 2022. Specifically, the Operating Authority (Hamilton Water Division) is required to inform Top Management (General Manager of Public Works and Director of Hamilton Water Division) and the Owner of the outcomes of the WWQMS audits, infrastructure and management reviews. The WWQMS Summary Report exceeds these requirements and includes additional information relating to other milestones of the WWQMS.

Risk Assessment and Review and Provision of Infrastructure:

On an annual basis, Hamilton Water (HW) undertakes formal risk assessment and infrastructure review processes. While these processes satisfy the requirements of the WWQMS Standard, more importantly they ensure that any potential hazards are identified, required control measures are in place and that risks to the wastewater system are considered as part of an overall determination of infrastructure adequacy.

The 2022 Risk Assessment and Review and Provision of Infrastructure processes concluded that although vertical and horizontal infrastructure is generally found to be adequate and available when needed, we are not keeping up with required renewals and replacements of our aging infrastructure. This results in an increased demand on maintenance staff and resources as assets remain in operation beyond their intended life cycle.

WWQMS Audits:

The Operating Authority must conduct internal audits to evaluate the conformity of the Wastewater System with the requirements of the WWQMS Standard and its procedures, at least annually. The results of the annual WWQMS Internal Audit of all 23 elements of the WWQMS Standard conducted in 2022 demonstrated that the City's WWQMS contains the required procedures and records to illustrate the establishment and continual improvement of the management system.

With the timely completion of the corrective actions issued as a result of this audit, the overall conformance to the WWQMS Standard and the City's WWQMS is suitable, the audit process is adequate, and the implementation and maintenance effective.

The Compliance Support Group of the Compliance and Regulations Section developed an Audit Plan for the 2023 WWQMS Internal Audit. The audit is to take place between April and July 2023. In 2023, the WWQMS audit will focus on those elements required to be audited annually, including the Commitment and Endorsement element and will be

SUBJECT: 2022 Wastewater Quality Management System Annual Summary Report (PW23030) (City Wide) – Page 3 of 3

integrated with the Drinking Water Quality Management System audit when possible. The Audit Plan was reviewed by the Hamilton Water Senior Management Team and approved by the Systems Management Representative prior to implementation.

Management Review:

The WWQMS Standard requires that Top Management participate in a management review of the WWQMS at least once annually. The Management Review is a formal presentation of compliance, operational, wastewater quality, communication, and infrastructure data.

The WWQMS Top Management Review was held on September 15, 2022. Attendees included Top Management (General Manager of Public Works and Director of Hamilton Water), Directors, Section Managers, Overall Responsible Operators (ORO's) for wastewater treatment and collection, the Systems Management Representative and staff from the Compliance Support Group.

Overall, Top Management, Directors and Section Managers concluded that the WWQMS is suitable, adequate, and effective.

Update and Going Forward:

The outcomes from the 2022 WWQMS Internal Audit and the Management Review concluded that the WWQMS is adequate, suitable, and effective and conforms to the requirements of the WWQMS Standard. Corrective action plans from the audits and action items from the Management Review will be implemented to ensure continual improvement of the WWQMS. The WWQMS Operational Plan is posted on the City's website and made available to the Public at 330 Wentworth Street and Clerk's Office at City Hall.

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report PW23030 – 2022 Wastewater Quality Management System Annual Summary Report

TERTIARY
TREATMENT
BUILDING

2022

CITY OF HAMILTON
WASTEWATER QUALITY
MANAGEMENT SYSTEM
ANNUAL SUMMARY



Hamilton

WASTEWATER QUALITY MANAGEMENT SYSTEM POLICY



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

C

Compliance with all legal and other requirements

L

Leaders in pollution prevention

E

Effective Communication with the community

A

Always improving the Wastewater Quality Management System

N

Noteworthy innovation



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1. INTRODUCTION

1.1 PURPOSE

This Wastewater Quality Management System Annual Summary Report is being submitted to the Owner, (Mayor and Council) on behalf of Top Management (General Manager of Public Works and Director of Hamilton Water) of the City of Hamilton’s wastewater system.

The purpose of this Wastewater Quality Management System Annual Summary Report is to keep the Owner of the City’s wastewater system informed about the performance of the Wastewater Quality Management System, including major milestones achieved in 2022.

1.2 SCOPE

The Wastewater Quality Management System Standard requires that the Operating Authority (staff within Hamilton Water responsible for the operation, maintenance and provision of support services to the City of Hamilton’s wastewater system) report on certain Elements of the Wastewater Quality Management System to the Owner, specifically the outcomes of Evaluation of Compliance (Element 14), Review and Provision of Infrastructure (Element 15), and Management Review (Element 21). This report fulfills the communication requirements of these elements and exceeds the Standard’s requirements by providing information on Environmental Aspects and Impacts (Element 7), Objectives and Targets (Element 8), Wastewater Quality Management System Audits (Element 20), and other major milestones of the Wastewater Quality Management System for 2022.

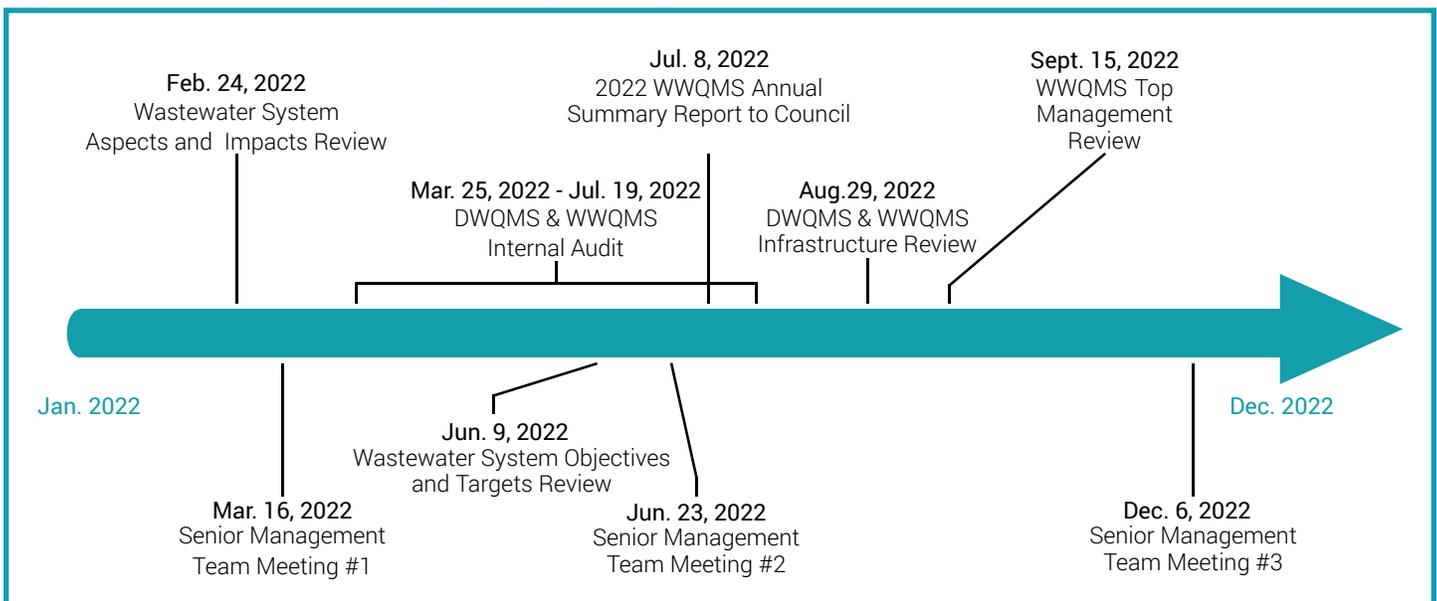
1.3 OVERVIEW OF KEY MILESTONES

On December 16, 2020, the Wastewater Quality Management System Operational Plan was first endorsed by City Council through Report PW20076. Following the endorsement, the Wastewater Quality Management System Operational Plan was posted on the City’s website and made available to the Public at 330 Wentworth Street North and City Hall.

More information about the Wastewater Quality Management System Operational Plan, Wastewater Quality Management System Policy CLEAN, Wastewater Quality Management System Annual Summary Report, and Hamilton Water Financial Plan is now available on the City’s website: www.hamilton.ca/home-neighbourhood/water-wastewater-stormwater/wastewater-collection-treatment/wastewater-quality

Figure 1 illustrates key Wastewater Quality Management System annual milestones which occurred in 2022.

Figure 1: 2022 Wastewater Quality Management System Milestones



DWQMS = Drinking Water Quality Management System & WWQMS = Wastewater Quality Management System

1.4 WASTEWATER QUALITY MANAGEMENT SYSTEM OPERATIONAL SUMMARY

Figure 2 illustrates the Plan, Do, Check, and Act elements of the Wastewater Quality Management System Standard that were voluntarily developed and adopted by the City. The following sections of this report include these elements of the Wastewater Quality Management System:

Section 2 – **Element 7 Environmental Aspects and Impacts**

Section 3 – **Element 8 Objectives and Targets**

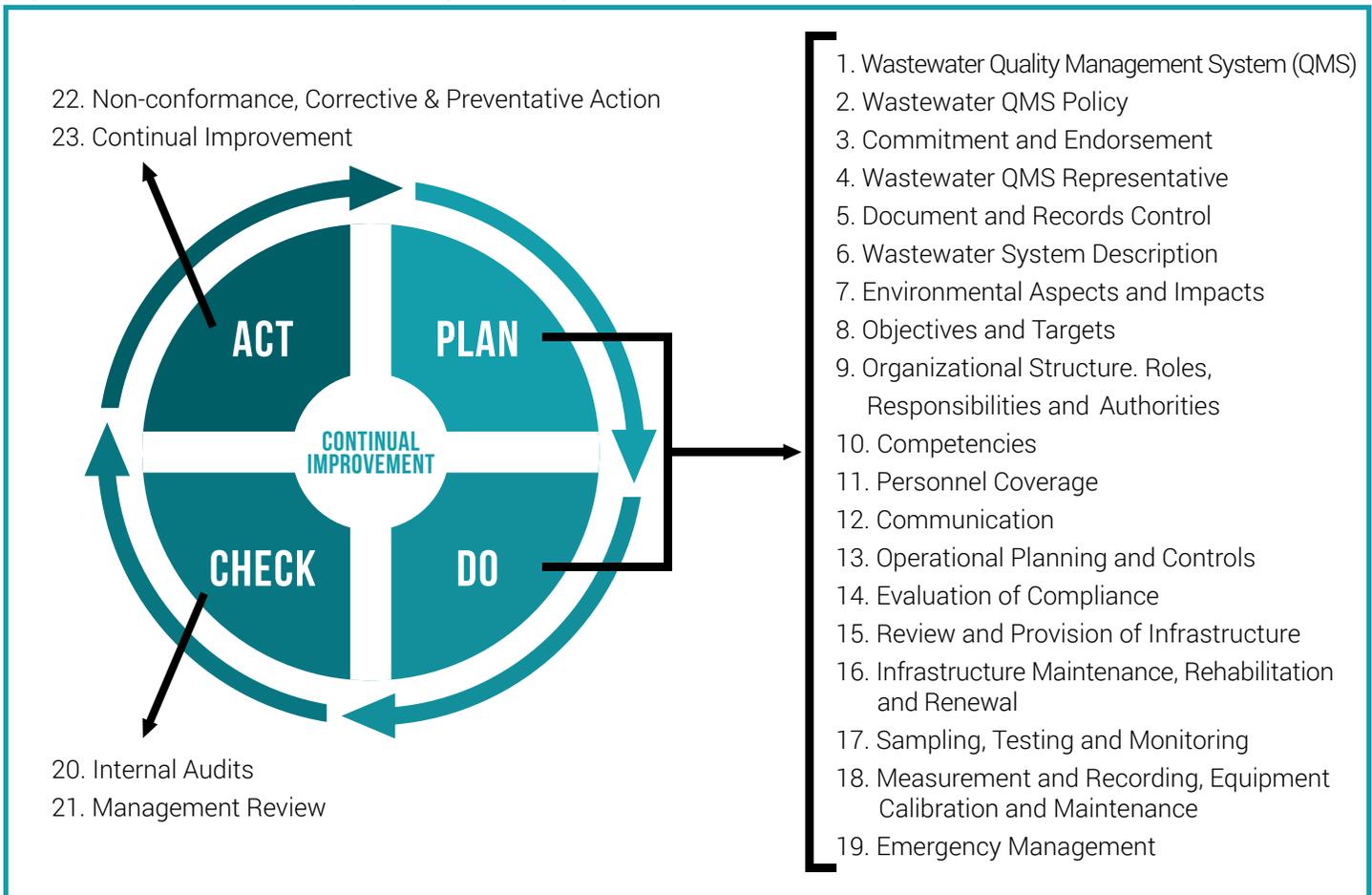
Section 4 – **Element 14 Evaluation of Compliance**

Section 5 – **Element 15 Review and Provision of Infrastructure**

Section 6 – **Element 20 Internal Audits**

Section 7 – **Element 21 Management Review**

Figure 2: Wastewater Quality Management System Standard Elements



1.5 LEGAL AND OTHER REQUIREMENTS

In 2022, no new Environmental Compliance Approvals for pumping stations were received. The construction of the First Street (DC014) sewage pumping station was completed and the Old Dundas Road (HC005) sewage pumping station was brought into service.

The Substantial Performance for Contracts 1 and 2 of the Woodward Upgrades Project was reached. Start-up of flow through the new tertiary treatment facility for Contract 3 at the Woodward Avenue Wastewater Treatment Plant began on October 17, 2022. Substantial Performance is anticipated to be achieved in Q2 2023. The new process conveys tertiary treated effluent through a new outfall and into Red Hill Creek and supports efforts in

delisting Hamilton Harbour as an area of concern as part of the Hamilton Harbour Remedial Action Plan.

An application for a new sanitary sewer system Consolidated Linear Infrastructure Environmental Compliance Approval was submitted by the deadline of January 21, 2022. An application for a new stormwater system Consolidated Linear Infrastructure Environmental Compliance Approval was also submitted, however, stormwater is outside the scope of the Wastewater Quality Management System. Under the terms and conditions of these new consolidated approvals for our sanitary sewer systems, low risk routine projects that meet design criteria and other ministry approved conditions may be reviewed internally and pre-authorized by the City. Hamilton Water staff and the Ministry of the Environment, Conservation and Parks (MECP) are currently working to finalize the terms and conditions of the Consolidated Linear Infrastructure Environmental Compliance Approvals, with the expectation that they will be issued in Q2 2023.

All legal reports were submitted by the required deadlines and there were no self declared non-compliances. The MECP inspected the following wastewater outstations in 2022:

- HCS01 – Greenhill combined sewage overflow tank
- HCG03 – 340 Wentworth Street North and Rosemary Avenue sluice gate
- HCG14 – Both Wellington East and Wellington West sluice gates
- HCG04 – Strathearne sluice gate
- HCS04 – Main and King combined sewage overflow tank
- HC001 – Parkdale sewage pumping station
- Plymouth combined sewage overflow – Both East & West combined sewer outfalls

2. ENVIRONMENTAL ASPECTS AND IMPACTS

2.1 OVERVIEW

The Wastewater Quality Management System Standard requires that an Environmental Aspects and Impacts Assessment be conducted in its entirety every three (3) years and reviewed on an annual basis to verify the currency and validity of the information. In 2020, the Environmental Aspects and Impacts Assessment was conducted in its entirety. In 2022, an interim review was conducted.

Staff from across Hamilton Water collaborated on updating the existing information considering the following key questions:

- Have there been any major process changes that affected existing environmental aspects or created new aspects?
- Are identified operational control measures still valid?
- Have additional controls been implemented?
- Were there any changes to aspects identified as “Significant”?

In 2020, eight (8) significant environmental aspects of the Wastewater System were identified:

- Hazardous waste disposal in sanitary and combined sewers leading to sewer damage
- Pumping station failure causing spill / bypass / overflow
- Major sanitary and combined sewer breaks causing spill
- Insufficient infrastructure in wastewater treatment plant and sanitary / combined sewers causing spill / bypass / overflow
- Cross connections in sanitary and combined sewers causing combined overflow
- Uncontrolled combined sewer overflows
- Interceptor sewer failure causing spill / bypass / overflow
- Inaccessibility to maintain infrastructure causing spill / bypass / overflow

There were no additions to the significant aspects identified through the 2022 review.

2.2 KEY UPDATES

As part of the Environmental Aspects and Impacts Assessment, process changes, including capital upgrades in the wastewater system, are considered and the associated ratings (i.e. likelihood of occurrence, severity of impacts and their detectability) are updated as needed. The following includes a list of materials that were considered in the 2022 Assessment:

- Changes in wastewater system capacity due to upgrades to pumping stations
- Bypasses at the treatment plants and overflows of combined sewage overflow tanks
- Upgrades and maintenance at the Woodward Avenue Wastewater Treatment Plant
- Instances of incidents and complaints related to the processing of biosolids

In 2023, a full review of the Environmental Aspects and Impacts Assessment process and outcomes will be completed in accordance with the Wastewater Quality Management System Standard. Hamilton Water staff continue to work to integrate the Wastewater Quality Management System Environmental Aspects and Impacts Assessment with the City's Asset Management risk assessment in accordance with Ontario Regulation 588/17: Asset Management Planning for Municipal Infrastructure that came into effect on January 1, 2018. The Wastewater Quality Management System Environmental Aspects and Impacts Assessment and Infrastructure Review will be updated to incorporate any new related processes or requirements.

3. OBJECTIVES AND TARGETS

3.1 OVERVIEW

The Wastewater Quality Management System Standard requires that Objectives and Targets be established to avoid or minimize environmental impacts from the City's Wastewater System. The Objectives and Targets were set based on evaluation criteria identified in the Wastewater Quality Management System Standard. The following are the list of evaluation criteria:

- Significant aspects
- Wastewater Quality Management System Policy
- Compliance obligations
- Technological options
- Financial, operational, and business requirement
- Views of interested parties
- Preventative measures
- Audit results

The Objectives are:

- To minimize discharges to the environment
- To regulate the quality of wastewater received from industrial, commercial and institutional properties
- To meet all Environmental Compliance Approvals and Hamilton Harbour Remedial Action Plan requirements for final effluent quality for the Dundas and Woodward Avenue Wastewater Treatment Plants

The Objectives and Targets are reviewed and updated annually.

Management Programmes have been established to meet the Objectives and Targets. Updates to the Management Programmes are made throughout the year to add any new projects or reflect changes in project status.

3.2 KEY UPDATES

In 2022, the Objectives were reviewed to ensure that they were still appropriate based on evaluation criteria outlined in the Wastewater Quality Management Standard. No changes were made to the three Objectives for the City's wastewater system.

In 2022, the City's performance to targets was reviewed. The following are the outcomes of the review of targets:

- Although dry weather flow capture rate was 100%, wet weather flow capture rate was 78.2%. Thus, F-5-5 requirements (i.e. over 90% of wet weather flow was captured; primary level of treatment was achieved for carbonaceous biochemical oxygen demand and total suspended solids removal in combined flows above the dry weather flow) were partially met. This review was conducted in September 2022 for the reporting period January 2021 to December 2021.
- 41% of industrial, commercial and institutional sewer discharge permits were processed within ninety (90) days. Fifteen (15) permits expired without a new permit in place. 71% of Notices of Violation were sent within three (3) weeks of being posted. Thirty four (34) properties were assessed. This review was conducted in September 2022 for the reporting period July 2021 to July 2022.
- Woodward and Dundas wastewater treatment plants were in 100% compliance with their Environmental Compliance Approvals. However, Hamilton Harbour Remedial Action Plan limits for total suspended solids, total phosphorous and total ammonia nitrogen were not met. This review was conducted in September 2022 for the reporting period July 2021 to July 2022.

The Management Programmes were updated throughout the year to add new projects or reflect changes in project status.

4. EVALUATION OF COMPLIANCE

4.1 EXTERNAL WASTEWATER SYSTEM COMPLIANCE AUDIT

The Operating Authority voluntarily retained the services of Wood PLC in March 2020 to evaluate the compliance of the wastewater system with legal and other requirements. Due to the COVID-19 pandemic, the audit was conducted off-site virtually. There were ten (10) non-compliances, nine (9) recommendations and four (4) best practices identified.

4.2 STATUS OF FINDINGS

Of the ten (10) non-compliances from the 2020 audit, four (4) were closed in 2020, three (3) were closed in 2022, and three (3) remain open in 2023. The three (3) open non-compliances are tied to maintenance projects and corrective actions are ongoing. The recommendations and best practices were considered for future action as required.



5. REVIEW AND PROVISION OF INFRASTRUCTURE

5.1 PURPOSE

The Operating Authority must ensure and verify, on an annual basis, the adequacy of the wastewater infrastructure. In order to satisfy the requirements of the Wastewater Quality Management System Standard, the Operating Authority conducted a formal review of its vertical (wastewater treatment, storage and pumping) and horizontal (wastewater collection pipes, regulators, etc.) infrastructure. The scope of the review also considered the operation, maintenance and replacement of existing infrastructure assets as well as new infrastructure planned for the immediate and long-term future. An Infrastructure Review Coordination meeting was held with the Management Team of Hamilton Water to discuss the outcomes of both the horizontal and vertical infrastructure reviews. This Wastewater Quality Management System Annual Summary Report (2022) includes a brief summary of the results of the Wastewater Quality Management System Infrastructure Review.

5.2 PROCESS

Teams were assembled from across relevant sections of Hamilton Water, Engineering Services and Planning and Economic Development to conduct the review of wastewater infrastructure. A coordination meeting was held on August 29, 2022 to discuss the adequacy of vertical and horizontal wastewater infrastructure.

The teams collected and examined input data related to various asset management, maintenance and capital programs. A summary of the type of “indicator” data examined is provided below:

| Infrastructure Type | Input Data |
|--|--|
| Horizontal Infrastructure Operations & Maintenance | <ul style="list-style-type: none"> • Linear Sewer Inspections and Condition Assessments including Sewer Age Profiles, Closed-Circuit Television and Cured in Place Pipe Lining • Wastewater Collection Maintenance Program • Sewer Maintenance, Repair and Replacement Program • Inspection Programs – Maintenance holes, Sewer Booms, Combined Sewer Regulators, Air Valves, Combined Sewer Outfalls, Sewer Lateral Backups • Sewer Lateral Management Program • Mainline Sewer Blockages |
| Horizontal Infrastructure Capital | <ul style="list-style-type: none"> • Capital Maintenance Projects • Mainline Sewer Rehabilitation Projects • Asset Management Plan Updates • Master Plan Updates |
| Vertical Infrastructure Operations & Maintenance | <ul style="list-style-type: none"> • Preventative Maintenance Program • Inspection Programs by Enhanced City of Hamilton Outstations Team |
| Vertical Infrastructure Capital | <ul style="list-style-type: none"> • Large Capital Projects • Condition Assessments • Asset Management Plan Updates • Master Plan Updates |

5.3 OVERVIEW OF RESULTS

The outcomes and recommendations from the Infrastructure Review Coordination meeting were documented in meeting minutes for the 2022 review. Attendees at the Infrastructure Review Coordination meeting utilized the outcomes from the meeting as input to capital planning and budget preparation. Hamilton Water discussed the 2022 Infrastructure Review at the Top Management Review meeting on September 15, 2022.

The 2022 Infrastructure Review process concluded that our vertical and horizontal infrastructure is generally found to be adequate and available when needed. It was also found, however, that we are not keeping up with required renewals and replacements of our aging infrastructure. This results in an increased demand on maintenance staff and resources as assets remain in operation beyond their intended life cycle.

6. INTERNAL AUDITS

6.1 WASTEWATER QUALITY MANAGEMENT SYSTEM AUDITS

The Operating Authority must conduct annual internal audits to evaluate the conformity of the wastewater system with the requirements of the Wastewater Quality Management System Standard and its procedures.

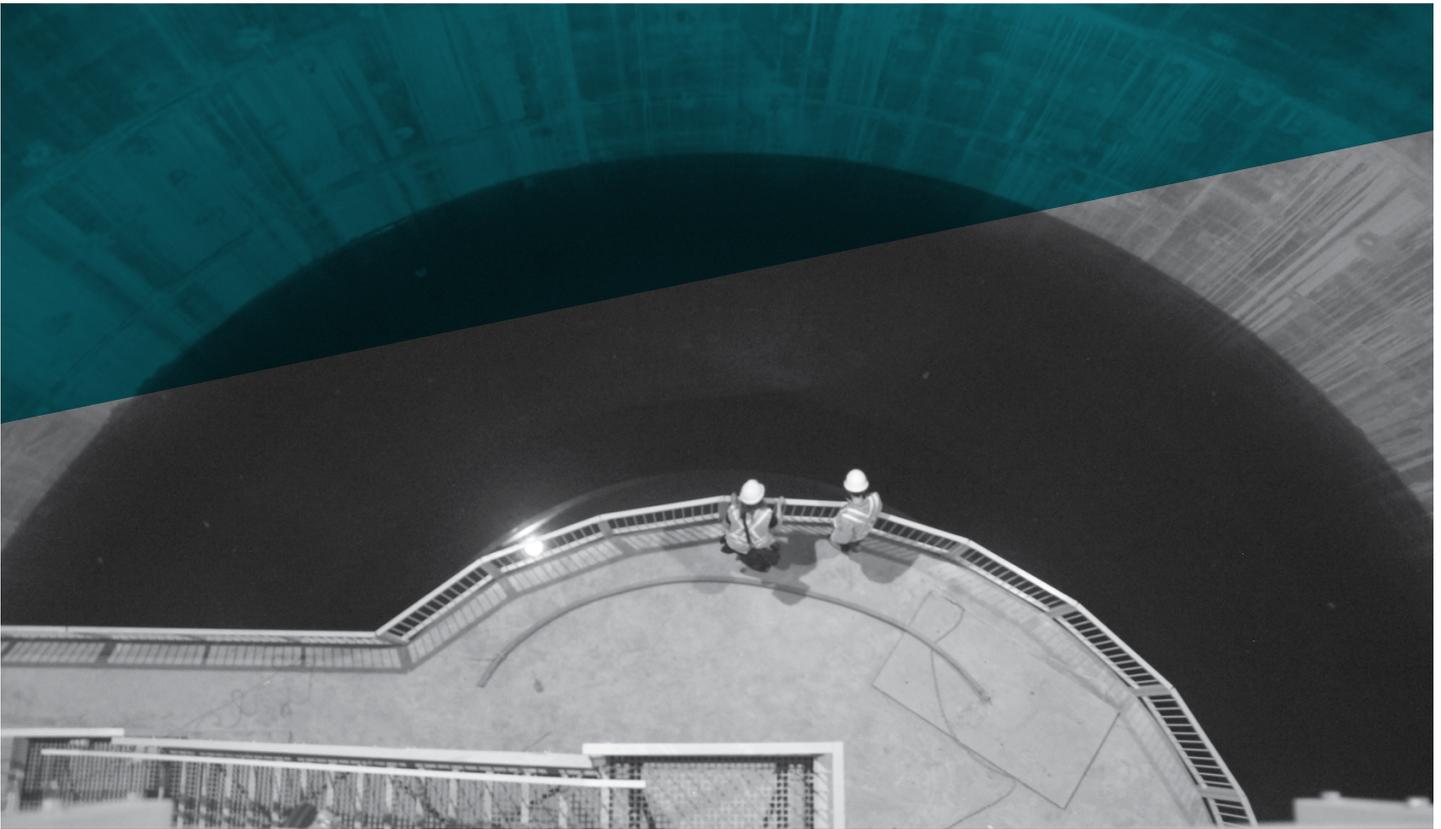
In 2022, the Wastewater Quality Management System Internal Audit was integrated with the Drinking Water Quality Management System audit. The results of the annual Wastewater Quality Management System Internal Audit of all twenty three (23) elements of the Wastewater Quality Management System Standard conducted in 2022 demonstrated that the City of Hamilton's Wastewater Quality Management System contains the required procedures and records to illustrate the establishment and continual improvement of the management system.

With the timely completion of the corrective actions issued as a result of this audit, the overall conformance to the Wastewater Quality Management System Standard and the City of Hamilton's Wastewater Quality Management System is suitable, the audit process is adequate, and the implementation and maintenance effective.

6.2 2023 WASTEWATER QUALITY MANAGEMENT SYSTEM AUDIT PLAN

The Compliance Support Group of the Compliance & Regulations Section developed an Audit Plan for the 2023 Wastewater Quality Management System Internal Audit. The audit is to take place between April and July 2023. The plan will include a number of process and element audits. The Audit Plan will be reviewed by the Hamilton Water Senior Management Team and approved by the Systems Management Representative prior to implementation.





7. MANAGEMENT REVIEW

The “Plan” component of Element 21 Management Review of the Wastewater Quality Management System Standard requires a documented procedure to describe how the Operating Authority reviews the suitability, adequacy and effectiveness of the Wastewater Quality Management System. The “Check” component of the element requires that Top Management participate in a management review at least once per year to review the Wastewater Quality Management System and consider recommendations for continual improvement. Required outputs of the meeting are:

- Consideration of the results of the management review and identifying deficiencies and action items to address deficiencies
- Provide a record of decisions and action items including responsibilities and timelines
- Report the results of the management review to the Owner

In 2022, the Wastewater Quality Management System Top Management Review was held on September 15, 2022. Attendees included Top Management (General Manager of Public Works and Director of Hamilton Water), Directors, Section Managers, Overall Responsible Operators for Collection and Treatment, the System Management Representative and staff from the Compliance Support Group.

Overall, Top Management, Directors and Section Managers concluded that the Wastewater Quality Management System is suitable, adequate and effective.

Action Items were assigned following the 2022 Wastewater Quality Management System Top Management Review that will result in operational improvements, improved communication and better coordination between Hamilton Water and other City departments.

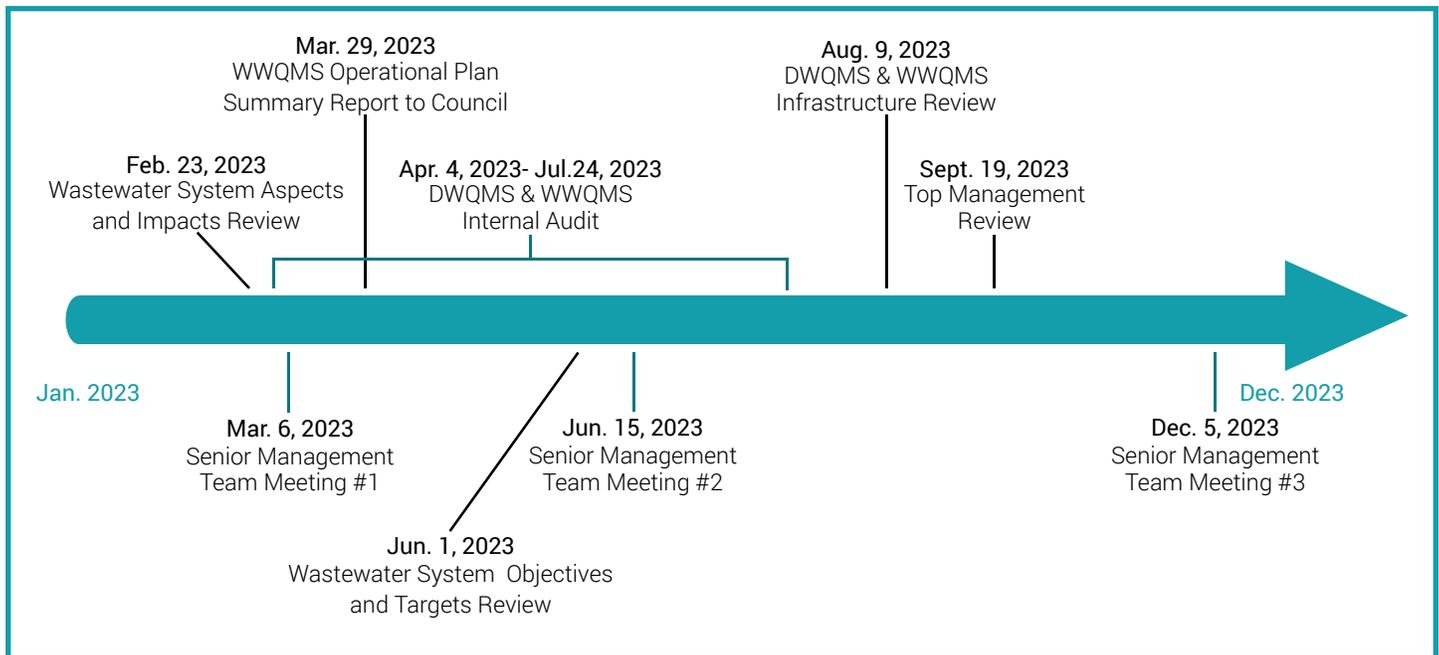
8. CONCLUSIONS

The outcomes from the internal Wastewater Quality Management System audit and the Management Review concluded that the Wastewater Quality Management System is adequate, suitable and effective and conforms to the requirements of the Wastewater Quality Management System Standard. Corrective action plans from the audit and action items from the Management Review will be implemented to ensure continual improvement of the Wastewater Quality Management System.

9. NEXT STEPS

The management system requires ongoing commitment by staff and management. Maintenance and improvement of the system continues to be a high priority of the Operating Authority. Major milestones related to the maintenance of the Wastewater Quality Management System in 2023 are detailed in [Figure 3](#).

Figure 3: 2023 Wastewater Quality Management System Milestones



DWQMS = Drinking Water Quality Management System & WWQMS = Wastewater Quality Management System





INFORMATION REPORT

| | |
|---------------------------|--|
| TO: | Chair and Members Public Works Committee |
| COMMITTEE DATE: | May 15, 2023 |
| SUBJECT/REPORT NO: | 2022 Annual Wastewater Treatment Bypass Report (PW23031) (City Wide) |
| WARD(S) AFFECTED: | City Wide |
| PREPARED BY: | Deborah Goudreau (905) 546-2424 Ext. 4606 |
| SUBMITTED BY: | Shane McCauley Director, Water & Wastewater Operations Public Works Department |
| SIGNATURE: |  |

COUNCIL DIRECTION

In 2019 Council directed Hamilton Water to provide the Public Works Committee with an annual report on discharges to the natural environment from the Dundas and Woodward Wastewater Treatment Plants.

INFORMATION

Report PW23031 details the bypass frequency and volume for the Woodward and Dundas Wastewater Treatment Plants for 2022 and provides the five (5) year average for each. Report PW23031 also provides similar data from other Ontario municipalities that publicly report wastewater treatment plant bypass information.

The City of Hamilton's (City) website houses a live map of bypass and combined sewer overflow locations and a historical log of wastewater treatment plant bypass and combined sewer overflow events (<https://www.hamilton.ca/home-neighbourhood/water-wastewater-stormwater/wastewater-collection-treatment/monitoring>)

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SUBJECT: 2022 Annual Wastewater Treatment Bypass Report (PW23031) (City Wide) – Page 2 of 6

Wastewater Treatment Plant Discharges:

The City operates two (2) wastewater treatment plants. The Woodward Wastewater Treatment Plant is located at 700 Woodward Avenue, Hamilton and discharges to the Red Hill Creek. The Dundas Wastewater Treatment Plant is located at 135 King Street East, Dundas and discharges to the Desjardins Canal. Both discharge locations are connected to the Hamilton Harbour.

The City has a large complex wastewater collection network consisting of both separated sewer and combined sewer systems. Combined sewers are found in older areas of the City and carry a combination of stormwater and wastewater in the same pipe. During periods of heavy rainfall, snowmelt, or elevated lake levels the combined sewers are inundated with large volumes of stormwater that can exceed the capacity of the pipes. This results in combined sewer overflows and can overwhelm the wastewater treatment plants resulting in a temporary bypass of certain treatment processes.

Wastewater treatment plant operators monitor incoming flows and make operational adjustments to the treatment processes as required. To protect the wastewater treatment plant from infrastructure damage, prevent flooding, and maintain compliance with the Wastewater Treatment Plant Environmental Compliance Approval (ECA) the Wastewater Treatment Plant Operator will initiate a bypass event.

Woodward Wastewater Treatment Plant

At the Woodward Wastewater Treatment Plant, a bypass can occur at various stages in the wastewater treatment process. There are currently four (4) different levels of treatment bypass that can occur at the Woodward Wastewater Treatment Plant as described in the following table.

Table 1 - Treatment Levels of Bypass Locations at the Woodward Wastewater Treatment Plant

| Bypass Type | Treatment Processes Bypassed |
|--|---|
| Secondary treatment bypass (Secondary bypass) | Secondary treatment processes including aeration and secondary clarification. Bypasses receive chlorine disinfection between May 15 and October 15. |
| Primary treatment bypass with disinfection (Primary bypass) | Primary and secondary treatment processes including primary clarification, aeration, and secondary clarification. Bypasses receive chlorine disinfection between May 15 and October 15. |

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SUBJECT: 2022 Annual Wastewater Treatment Bypass Report (PW23031) (City Wide) – Page 3 of 6

| | |
|--|--|
| Primary treatment bypass without disinfection (Headworks bypass) | Primary and secondary treatment processes including primary clarification, aeration, and secondary clarification. Bypasses do not receive chlorine disinfection. |
| Preliminary treatment bypass (Plant bypass) | All processes at the Wastewater Treatment Plant are bypassed. Bypasses do not receive chlorine disinfection. |

Since the completion of infrastructure upgrades in 2012 most bypass events have been secondary bypasses. Occasionally, flows to the Woodward Wastewater Treatment Plant are sufficiently large that both a primary bypass and a secondary bypass must be initiated at the same time. On rare occasions, a headworks bypass or a plant bypass may be required where flows exceed the preliminary treatment capacity, or where flows risk flooding and causing damage to surrounding properties, the main pumping station, or other wastewater treatment plant infrastructure.

In 2022, all bypass events at the Woodward Wastewater Treatment Plant were the result of wet weather that generated flows in excess of the wastewater treatment plant's treatment capacity. Bypasses are promptly reported to the Ministry of Environment, Conservation, and Parks Spills Action Centre and to Public Health Services as required by regulation.

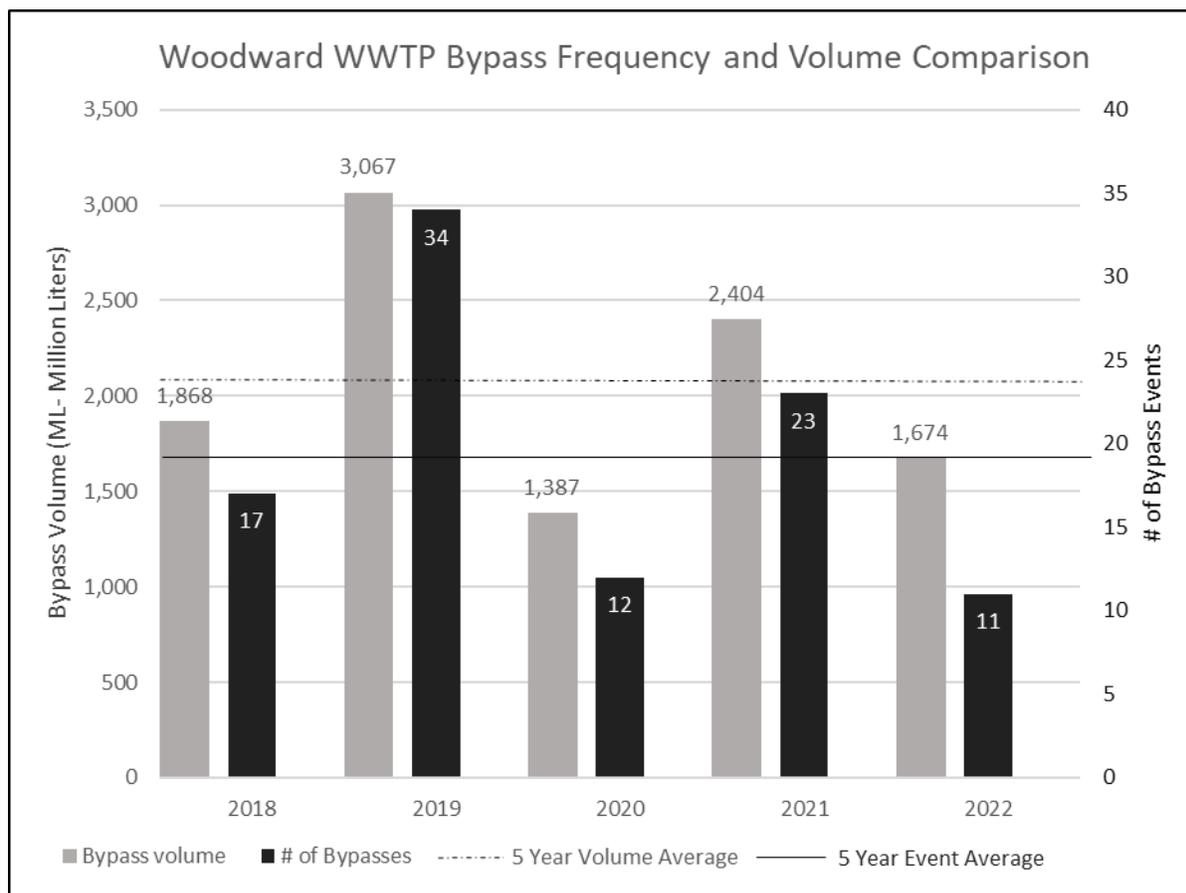
The Woodward Wastewater Treatment Plant outfall is inspected regularly and after every significant wet weather event or bypass event. Any abnormal materials such as floatables that are present are removed by staff or a City contractor. It is important to note that the existing Woodward Wastewater Treatment Plant outfall discharges a combination of fully treated effluent from the wastewater treatment plant, bypass flows (if a bypass is initiated), and flows from the Dunn Avenue combined sewer overflow location.

This outfall has a floating containment boom installed and if abnormal materials such as floatables are present, it is highly probable that they originated from the Dunn Avenue combined sewer overflow unless a plant bypass occurred. In October 2022, a second outfall became active at the Woodward Wastewater Treatment Plant as the new tertiary treatment process began commissioning. Over the course of 2023, the location of the Woodward Wastewater Treatment Plant primary outfall will permanently move to this new location on the Red Hill Creek. The old outfall will receive flows only during bypass events.

The 2022 Woodward Wastewater Treatment Plant bypass event data is presented in the following table along with the five (5) year average for comparison.

SUBJECT: 2022 Annual Wastewater Treatment Bypass Report (PW23031) (City Wide) – Page 4 of 6

Figure 2 - Woodward Wastewater Treatment Plant Bypass Frequency and Volume



2022 was a dryer than normal year with approximately 25% less precipitation than the 5-year average. As a result, and as shown in the Figure 2 above, both the number bypass events, and volume bypassed were below the 5-year averages. All but one of the bypass events were secondary bypasses with flows exceeding the rated capacity of the secondary treatment process. On March 23-24, 2022, a wet weather event resulted in a headworks bypass with a peak flow rate of 1,400 million litres per day. The event exceeded the capacity of the primary treatment process resulting in a bypass for 1 hour and 41 minutes.

Temporary capacity restrictions at the Woodward Wastewater Treatment Plant due to construction were in place for most of 2022. While these restrictions did not affect the rated dry weather wastewater treatment plant capacity it did reduce the capacity at which the wastewater treatment plant could operate during wet weather events. These restrictions were ended in December of 2022 and the Woodward Wastewater Treatment Plant is again able to provide full treatment of wet weather flows up to 614 million litres per day.

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SUBJECT: 2022 Annual Wastewater Treatment Bypass Report (PW23031) (City Wide) – Page 5 of 6

Dundas Wastewater Treatment Plant

Flows from the Dundas Wastewater Treatment Plant are carefully controlled and flows exceeding the plant's capacity are directed to the Woodward Wastewater Treatment Plant rather than initiating a bypass at the Dundas Wastewater Treatment Plant. A bypass could occur at the Dundas Wastewater Treatment Plant if wastewater treatment plant operators are unable to divert flow quickly enough. In these instances, any resulting bypass would be a tertiary bypass.

A tertiary bypass means the wastewater has been almost fully treated including the removal of large solids, grit, and floatable material, chemicals have been added to assist with phosphorus removal, biological treatment has been completed to break down organic material and nutrients, and most of the remaining solids have been removed. Between May 15 and October 15 each year, any tertiary bypasses that occur would also receive chlorine disinfection; however, would not have the chlorine removed prior to being discharged to the natural environment.

The Dundas Wastewater Treatment Plant had no bypass events in 2022 and has not had a bypass in the last six (6) years.

Municipal Comparison

Council requested at the January 13, 2020, Public Works Committee meeting, that available wastewater treatment plant bypass volumes for comparable municipalities be presented along with the bypass data for Hamilton's Wastewater Treatment Plants. The table below provides this data for Hamilton along with other Ontario municipalities that publicly report wastewater treatment plant bypasses. It should be noted that many comparator municipalities do not report this data publicly.

Table 3 - Municipal Wastewater Treatment Plant Bypass Volume Comparison in Millions of Litres

| Municipality | No of Wastewater Treatment Plants | Total Bypass Volume (Millions of Litres) | |
|-----------------|-----------------------------------|--|-------|
| | | 2021 | 2022 |
| Hamilton | 2 | 2,404 | 1,674 |
| Kingston | 3 | 0 | 12 |
| London | 5 | 101 | 48 |
| Greater Sudbury | 10 | 11 | 223 |
| Niagara Region | 11 | 1,085 | 1,314 |
| Toronto | 4 | 1,622 | 2,721 |

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SUBJECT: 2022 Annual Wastewater Treatment Bypass Report (PW23031) (City Wide) – Page 6 of 6

The City of Hamilton along with the City of Kingston are the only known municipalities in Ontario who report overflows and bypasses publicly in real-time. The City's webpage which shows real-time overflows and bypasses (www.hamilton.ca/home-neighbourhood/water-wastewater-stormwater/wastewater-collection-treatment/monitoring) and houses historical data on Hamilton's wastewater overflows and bypasses, was launched in June 2020.

APPENDICES AND SCHEDULES ATTACHED

N/A



Hamilton

HAMILTON CYCLING COMMITTEE (HCyC) MINUTES

Wednesday, March 1, 2023

5:45 p.m.

Room 264, 2nd Floor, City Hall

Hybrid Meeting

Present: Chair: Chris Ritsma
Vice-Chair: William Oates
Members: Kate Berry, Jane Jamnik, Ann McKay, Kevin Vander Meulen, Cora Muis, Sharon Gibbons

Absent with

Regrets: Jeff Axisa, Dan van den Beukel, Cathy Sutherland, Christine Yachouh, Roman Caruk, Jessica Merolli, Gary Rogerson, Marko Maric

Also Present: Evan Nopper, Active Transportation Technologist, Sustainable Mobility
Danny Pimentel, Project Manager, Active Transportation
Peter Topalovic, Program Manager, Sustainable Mobility
Bakir Fayad, Project Manager, Pedestrian and Cycling Engineering

1. CEREMONIAL ACTIVITIES

C. Ritsma recited a land acknowledgement.

2. APPROVAL OF AGENDA

(Berry/Jamnik)

That the agenda of the March 1, 2023 meeting of the Hamilton Cycling Committee be approved.

CARRIED

3. DECLARATIONS OF INTEREST

None.

4. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

- (i) **Hamilton Cycling Committee Meeting Minutes – February 1, 2023
(Item 4.1)**

(Muis/McKay)

That the minutes of the February 1, 2023 meeting of the Hamilton Cycling Committee be approved, as presented.

CARRIED

5. COMMUNICATIONS

- (i) **5.1 Bicycles Yield at Stop Signs (Idaho Stop) - Citizen Committee
Report (Item 5.1)**

Roadway Safety has concerns with regarding this motion and would like the opportunity to speak to the committee before it goes to the Public Works Committee. A representative from Roadway Safety will attend the April Cycling Advisory Committee meeting to discuss their concerns with the group.

(Berry/Muis)

That the Communication item be received.

CARRIED

6. PUBLIC HEARINGS / DELEGATIONS

- (i) **2023 Ontario Bike Summit - Cycling Connects (Item 6.1)**

Janet O'Connell, Managing Director, Share the Road Cycling Coalition
Eleanor McMahon, Founder and Board Member, Share the Road Cycling Coalition

J. O'Connell and E. McMahon informed committee members of the upcoming 2023 Ontario Bike Summit, which will be in Hamilton.

Members asked questions about the event and how to attend or if there are opportunities to volunteer or do presentations/bicycle tours.

(Muis/Better)

That the delegation from Ontario Bike Summit - Hamilton 2023, be received.

CARRIED

7. DISCUSSION ITEMS**(McKay/Muis)**

That the Discussion items be received

(i) Planning and Project Updates

Members asked questions about the progress of various projects. Staff gave updates on projects, if applicable.

Staff to reach out to Landscape and Architectural Services to arrange for a possible presenter to come and discuss the Pipeline Trail Project.

(ii) Inverness Ave Feasibility Plan

D. Pimentel updated the group on the planned cycling facilities on Inverness Ave E.

Members asked questions regarding the type infrastructure and provided comments/ideas on how to improve the concept.

(iii) Charlton-MacNab Feasibility Plan

D. Pimentel updated the group on the planned cycling facilities on Charlton-MacNab.

Members asked questions regarding the future connections to this infrastructure and data collection.

Staff informed the members on the future planned connections, as well as the data collection process.

(iv) 2023 Cycling Master Plan Acceleration Report

The acceleration of the Cycling Master Plan was approved by council at the February Budget Meeting. This document can be reviewed online.

Staff to email the members a website link to the report, should they wish to review it.

(v) Hamilton Cycling Committee Budget Expenses

Members discussed the purchasing of tickets for the Ontario Bike Summit and the possibility for discounted tickets for volunteering.

Members discussed passing a motion to purchase tickets for the 2-day event.

CARRIED

(vi) Hamilton Cycling Committee Member Resignation

Three committee members have submitted their resignation.

A motion will be brought forward to the March 20, 2022 Public Works Committee meeting, which will include a request in changes to quorum requirements going forward.

Members who have resigned, will be replaced once the new committee has been formed.

(Muis/Berry)

That resignations be accepted and a request for quorum adjustments be submitted.

CARRIED

8. MOTIONS

(i) Hamilton Cycling Committee Budget Expenses (Added Item 8.1)

(Berry/Vander Meulen)

That the Committee spend up to \$1500.00 to purchase tickets to the Ontario Bike Summit.

CARRIED

(ii) Hamilton Cycling Committee Member Resignation (Added Item 8.2)

(Muis/Berry)

(a) That the letters of resignation from of the Hamilton Cycling Advisory Committee, and attached hereto, be received; and

(b) That the membership number of the Hamilton Cycling Advisory Committee be adjusted accordingly in order to obtain quorum.

CARRIED

(iii) Returning to Virtual Meetings Only (Added Item 8.3)

(Jamnik/Berry)

That the committee meet virtually until a new committee is formed.

CARRIED

9. NOTICES OF MOTION

(Jamnik/Muis)

That the following items remain as Notice of Motion:

- 9.1** Bay Street North
- 9.2** Bicycle Friendly Streets
- 9.3** Bicycle Orientated Corridor
- 9.4** Cycling Plan and Budgetary Items
- 9.5** James Street Complete Streets

CARRIED

10. ADJOURNMENT

(Muis/Jamnik)

That, there be no further business, the meeting adjourned at 7:51 p.m.

CARRIED

Respectfully submitted,

Chris Ritsma
Chair, Hamilton Cycling Committee

Evan Nopper
Active Transportation Technologist, Active Transportation
Planning & Economic Development



Hamilton

HAMILTON CYCLING COMMITTEE (HCyC) STAFF LIAISON REPORT

Wednesday, April 5, 2023

5:45 p.m.

Virtual Meeting

Present: Chair: Chris Ritsma
Members: Ann McKay, Kevin Vander Meulen, Cora Muis, Roman Caruk, Gary Rogerson

Absent with Regrets: Jane Jamnik, Jeff Axisa, Christine Yachouh, William Oates, Dan van den Beukel, Kate Berry, Sharon Gibbons

Also Present: Danny Pimentel, Project Manager, Active Transportation
Evan Nopper, Active Transportation Technologist, Sustainable Mobility
Peter Topalovic, Program Manager, Sustainable Mobility
Bakir Fayad, Project Manager, Pedestrian and Cycling Engineering
Josip Kafadar, Project Manager, Roadway Safety
Shannon McKie, Manager, Zoning & Committee of Adjustment
Mallory Smith, Planner I, Zoning & By-law Reform

Pursuant to Section 5.4(4) of the City of Hamilton's Procedural By-law 21-021, as amended, at 6:15 p.m. the Staff Liaison advised those in attendance that quorum had not been achieved within 30 minutes after the time set for Hamilton Cycling Advisory Committee, therefore, the Staff Liaison noted the names of those in attendance and the meeting stood adjourned.

Respectfully submitted,

Evan Nopper
Active Transportation Technologist, Sustainable Mobility
Transportation Planning, Planning & Economic Development



CITY OF HAMILTON
PUBLIC WORKS DEPARTMENT
Engineering Services Division

| | |
|---------------------------|---|
| TO: | Chair and Members Public Works Committee |
| COMMITTEE DATE: | May 15 th , 2023 |
| SUBJECT/REPORT NO: | Standardization of Equipment, Supplies and Support Services (PW13027(b)) (City Wide) |
| WARD(S) AFFECTED: | City Wide |
| PREPARED BY: | David Lamont (905) 546-2424 Ext. 4413 |
| SUBMITTED BY: | Jackie Kennedy Director, Engineering Services Public Works Department |
| SIGNATURE: |  |

RECOMMENDATIONS

- (a) Pursuant to Procurement Policy #14 – Standardization, that Council approve the continued standardization of field equipment, supplies and office related systems identified in Appendix “A” to Report PW13027(b) until May 31, 2027 and that the General Manager, Public Works Department, or designate, be authorized to negotiate, enter into and execute any required Contract and any ancillary documents required to give effect thereto with the suppliers identified in Appendix “A” with content acceptable to the General Manager of Public Works, and in a form satisfactory to the City Solicitor and Procurement; and
- (b) That the General Manager, Public Works, or designate, be authorized to amend any Contracts executed and any ancillary documents as required in the event that suppliers identified in Appendix “A” to Report PW13027(b) undergoes a name change in a form satisfactory to the City Solicitor.

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**SUBJECT: Standardization of Equipment, Supplies and Support Services
(PW13027(b)) (City Wide) – Page 2 of 5**

EXECUTIVE SUMMARY

Pursuant to the Corporate Procurement Policy, Section 4.14, “Policy for Standardization”, this report seeks to continue the standardization of equipment, office hardware and software which is currently supplied by the vendors listed in Appendix “A” to Report PW13027(b). This equipment and software support field survey services, mapping, GIS, engineering plan production, and plotting to various client groups within the City of Hamilton.

Alternatives for Consideration – See Page 4

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: The products and services in Appendix “A” to Report PW13027(b) is a list of recommended vendors for standardization. Capital budgets and annual operating budgets, as applicable, may incur additional expenses as a direct result of any negotiated price increases as a result of the standardization and single sourcing with the suppliers in Appendix “A”. The extent of any price increase is unknown at this time however staff are confident through continued standardization, staff may be able to curb some current increases being experienced within this commodity market.

Staffing: N/A

Legal: Legal Services continues to provide input for negotiated contractual arrangements with these vendors.

HISTORICAL BACKGROUND

Trimble Technologies & Cansel Canada

Since 1999, the City of Hamilton has exclusively procured land surveying equipment from Trimble due to their patent on active tracking technology and integration with data collection systems. Cansel Survey Equipment (Canada) Inc. is the single source vendor of the systems we have acquired.

Using Trimble Technologies and the Can-Net network, the Engineering Services Division has calibrated the positioning requirements for the geographic extents of the City of Hamilton to model out inconsistencies in horizontal and vertical control placements within the Can-Net Virtual Reference Station network. This calibration set is proprietary to the Trimble Inc. network and is a mandatory element in complying with positional requirements of the Association of Ontario Land Surveyors as per Ontario Regulation 216/10 of the Surveyors Act.

**SUBJECT: Standardization of Equipment, Supplies and Support Services
(PW13027(b)) (City Wide) – Page 3 of 5**

Cansel Survey Equipment (Canada) Inc. is the sole Canadian vendor to provide hardware and software support for the Faro series of Laser Scanners (Light Detection and Ranging - LiDAR). The laser scanner is utilized throughout Public Works and Engineering Services to record complex structures, architectural facades, and subsurface infrastructure that could not be obtained using traditional survey methods.

Bentley Systems Inc.

The City has been using Bentley Systems Incorporated Computer Aided Design (CAD) Software - MicroStation since 1994. Since then, the Engineering Services Division has standardized on Bentley Systems Incorporated suite of civil engineering solutions, including MicroStation, ProjectWise, InRoads, OpenRoads and WaterCAD. All City of Hamilton civil design and engineering drawings have standardized across this platform. Roster consultants and mapping contracts are also required to operate and deliver in this product format. Bentley Canada (wholly owned by Bentley Systems Incorporated) provides local support and professional services for Bentley Systems Incorporated suite of products.

Hexagon

The City has been using MicroSurvey Software Inc. (Hexagon) as a legal survey boundary calculation tool since 1990 and this product is the basis of all legal survey services in the Corporation. It provides all relevant calculations and mathematical closure routines required to create and register a regulated plan of survey at the Registry Office.

Canon Canada Inc

Canon Canada Inc. acquired OCE Canada which has been the supplier of the Engineering Services Division large scale plot and scan system since 2000. This vendor also provides maintenance and on-going hardware upgrades to ensure the systems are current and meet production requirements. All City of Hamilton Design and Construction contracts are plotted using the Canon Canada large scale plotter. Additionally, historical hardcopy as-built drawings are scanned and archived using the Canon large scale scanner.

ESRI Canada

ESRI technology is an industry leader of on-premise and web-based Geographic Information Systems (GIS). The ArcGIS software developed by ESRI is currently being utilized for the Public Works spatially indexed engineering records management system (SPIDER), and it is also the mapping technology utilized within Corridor Managements right of way permitting group. Additionally, the ArcGIS platform has been standardized

**SUBJECT: Standardization of Equipment, Supplies and Support Services
(PW13027(b)) (City Wide) – Page 4 of 5**

across the Corporation and in particular the Spatial Solutions workgroup. ESRI Canada is the sole provider of ESRI products, support, and professional services in Canada, including ArcGIS Enterprise, ArcGIS Pro/Desktop and ArcGIS Online.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

By-law 20-205 as amended, Procurement Policy #14 - Policy for Standardization requires that approval from Council be obtained for the standardization of a good or service. Where the establishment of a standard will result in a single source purchase, that purchase will also require Council approval.

RELEVANT CONSULTATION

In previous years, these system purchases were managed through the use of Policy 11- Non-competitive Procurement procedures. In order to reduce the use of Policy 11 negotiation requests to continue to acquire professional services, maintenance or additional hardware and software through these suppliers, the Procurement Section recommends that this report be brought forward.

ANALYSIS AND RATIONALE FOR RECOMMENDATIONS

This Report recommends that Council approve several software and hardware products that are considered Standard by staff but require Council approval. Having access to standardized vendors builds key business relationships necessary for needs assessments, enabling the City to trial hardware or software prior to commitment, and allows for update strategies that would not otherwise be available without standardization.

Standardization also increases efficiencies and decreases costs by lessening licenses and maintenance costs for hardware and software through economies of scale, lessening training costs for staff, and allows for labour mobility across work groups (as they are familiar and trained on standardized hardware and software across the organization). Appendix “A” to Report PW13027(b) provides detailed information on the Supplier, Product and Services for each of these vendors.

ALTERNATIVES FOR CONSIDERATION

1. Staff could prepare individual Council Reports requesting the extension of the approved Standards currently in place. Also, additional Reports would be required for items considered Standard but requiring Council approval to purchase additional licenses or hardware components. This is not being recommended due to the duplication of effort.

**SUBJECT: Standardization of Equipment, Supplies and Support Services
(PW13027(b)) (City Wide) – Page 5 of 5**

Financial: Not standardizing on equipment and software results in losing the ability to monopolize on the economies of scale as it relates to maintaining our current equipment and software inventory as well as licensing and training components as it relates to acquiring the necessary equipment and services to efficiently perform our section's business.

Staffing: Increase administration and staffing requirements.

Legal: Legal Services continues to provide input for negotiated contractual arrangements with these vendors.

2. Procurement through competitive bid processes, would result in a mixed environment, which would have a negative impact on the total cost of ownership, compatibility, and reliability. This would require additional training for staff to become familiar with the new manufacturer's equipment and software. This alternative is not being recommended as it would require a significant financial investment to integrate additional manufacturers into our environment as well as add administrative overhead.

Financial: Costs would increase as the City would be paying hardware and software maintenance on multiple solutions providing similar service.

Staffing: This would require additional training for staff to become familiar with the new manufacturer's equipment and software. Additional, increased administrative overhead would be required to support multiple hardware and software platforms.

Legal: Legal Services continues to provide input for negotiated contractual arrangements with these vendors.

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Built Environment and Infrastructure

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

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report PW13027(b) – Supplies, Equipment and Services for the City of Hamilton Public Works and Finance & Corporate Services Departments

Standardization of Equipment, Supplies and Support Services

| Supplier | Product | Services |
|---|---|---|
| Cansel Survey Equipment (Canada) Inc. | Civil Engineering and Legal Field Survey Equipment: Trimble and Faro Hardware and Software Solutions | CanNet GPS correction service subscription and professional services, Trimble and Faro hardware and software licensing, professional services, and hardware maintenance |
| Bentley Systems Incorporated , including Bentley Systems Canada (wholly owned by Bentley Systems Incorporated) for local support | Civil Engineering Software Suite: MicroStation, ProjectWise, InRoads, OpenRoads, WaterCAD, and various other software packages, licensing, and support | Bentley Systems Canada - local Ontario support and professional services |
| Hexagon AB Systems | Legal Boundary Calculations Software: MicroSurvey Software licensing and support | |
| Canon Canada Inc | Large format plotter/scanner: Hardware, software licensing, plotter/scanner supplies | Local support and maintenance |
| Esri Canada Inc | Geospatial Software (GIS): ArcGIS Enterprise Software, ArcGIS Pro/Desktop, and ArcGIS Online components, licensing & subscriptions | Local support and professional services |

CITY OF HAMILTON

MOTION

Public Works Committee: May 15, 2023

MOVED BY COUNCILLOR C. KROETSCH.....

SECONDED BY COUNCILLOR M. WILSON.....

Increased Service Levels for Litter Collection (City Wide)

WHEREAS, the City has many different work areas that provide litter collection across the city, including litter pick up from roadside, sidewalks, and parks, on both a proactive and reactive basis;

WHEREAS, some areas of the City seem to have more requirement for litter pick up due to population density, activities such as events, wind tunnel conditions that result in areas of concentration of litter, and other reasons;

WHEREAS, currently the litter pick up service delivery standard does not necessarily consider those specific conditions when establishing the standard; and

WHEREAS, the City would benefit from a review of prone areas and service delivery standards in order to establish litter pick up standards that align level of resources to the conditions across the City.

THEREFORE, BE IT RESOLVED:

- (a) That staff be directed to conduct a service level review across all divisions in the Public Works Department that are responsible for proactive and reactive litter collection in the public realm;
- (b) That the service level review respecting litter collection include but not be limited to parks, cemeteries, right of ways inclusive of roadways, sidewalks, alleys, streams and municipal properties; and
- (c) That staff report back prior to the 2024 Budget deliberations to the Public Works Committee on any operational and budgetary changes that may be required to address the service levels respecting litter collection.

CITY OF HAMILTON

MOTION

Public Works Committee: May 15, 2023

MOVED BY COUNCILLOR E. PAULS.....

SECONDED BY COUNCILLOR.....

Accessible Portable Toilets at Inch Park, 400 Queensdale Avenue East, Hamilton (Ward 7)

WHEREAS, Inch Park, 400 Queensdale Avenue East, Hamilton, is home to Hamilton Challenger Baseball, an organization that provides sports for players with special needs;

WHEREAS, Hamilton Challenger Baseball consists of more than 190 players and 60 dedicated volunteers and offers the opportunity for those with developmental and physical disabilities to be empowered and assert their independence through sport;

WHEREAS, Challenger Baseball has funded improvements to Inch Park over the years; and

WHEREAS, additional funding for the rental and cleaning of accessible portable toilet(s) for the 2023 season is required.

THEREFORE, BE IT RESOLVED:

- (a) That a maximum of \$1,250 of funding to be allocated from the Ward 7 Special Capital Re-Investment Discretionary Fund (#3302109700), for the provision of accessible portable toilet(s) at Inch Park, 400 Queensdale Avenue East, Hamilton, to support Hamilton Challenger Baseball 2023 season, be approved;
- (b) That the Mayor and City Clerk be authorized and directed to approve and execute all required agreements and ancillary documents, with such terms and conditions in a form satisfactory to the City Solicitor related to the provision of accessible portable toilet(s) at Inch Park, 400 Queensdale Avenue East, Hamilton.

