



## **City of Hamilton**

# **CITY COUNCIL AGENDA**

**Friday, July 14, 2023, 9:30 A.M.**

**Council Chambers**

**Hamilton City Hall**

**71 Main Street West**

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### **Call to Order**

#### **1. APPROVAL OF AGENDA**

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

#### **2. DECLARATIONS OF INTEREST**

#### **3. CEREMONIAL ACTIVITIES**

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

4.1 June 21, 2023

4.2 June 28, 2023 (Special)

#### **5. COMMUNICATIONS**

5.1 Correspondence from the Town of Parry Sound requesting support for their resolution calling for additional resources to combat opioid, mental health and homelessness.

Recommendation: Be received.

- 5.2 Correspondence from the Honourable Steve Clark, Minister of Municipal Affairs and Housing in response to the Mayor's letter respecting the need for safe and respectful workplaces within municipal governments.

Recommendation: Be received.

- 5.3 Correspondence from the Town of Essex requesting support for their resolution appealing to the Province of Ontario to acknowledge the challenges faced by our local emergency response system and take decisive action to resolve the gaps in our healthcare.

Recommendation: Be received.

- 5.4 Correspondence from Stan Barber requesting a motion to ban leaf blowers in the City.

Recommendation: Be received and referred to the General Manager of Planning and Economic Development for appropriate action.

- 5.5 Correspondence from the City of Quinte West requesting support for their resolution requesting that the Government of Ontario introduce legislative amendments to improve Municipal Codes of Conduct and Enforcement.

Recommendation: Be received.

- 5.6 Correspondence from Wayne Morgan, President, Community Heritage Ontario to the Honourable Michael Ford, Minister of Citizenship and Multiculturalism respecting a resolution that received overwhelming support at the Ontario Heritage Conference requesting

that the provincial government amend the Ontario Heritage Act by deleting Section 27, subsections (15), (16) and (17) which deal with limiting of listing a property in a municipal heritage register to two years; and deleting Section 27 subsection (18) of the Act which deals with the prohibition on re-listing a property for five years.

Recommendation: Be received.

- 5.7 Correspondence from Kim Zivanovich respecting Lost of Development Charges: Time to Roll Up Your Sleeves.

Recommendation: Be received.

- 5.8 Correspondence from the Ministry of Transportation respecting the Safety Framework for Urban and Regional Rail Transit.

Recommendation: Be received and referred to the General Manager of Public Works for appropriate action.

- 5.9 Correspondence from the Municipality of North Perth requesting support for their resolution respecting Vacant Building Official Positions.  
Recommendation: Be received.
- 5.10 Correspondence from Grant Bivol, NPCA Clerk / Board Secretariat, Niagara Peninsula Conservation Authority respecting Report No. FA-28-23, Agreements of Services with Municipalities as required under the Conservation Authorities Act Phase 1 Regulation.  
Recommendation: Be received and referred to the City Solicitor for appropriate action.
- 5.11 Correspondence from David Hiroz, Environmental Manager, Birla Carbon respecting the revised payment mechanism for Stormwater Management Program.  
Recommendation: Be received and referred to General Managers of Public Works and Finance and Corporate Services for appropriate action.
- 5.12 Correspondence from the Town of Fort Erie requesting support for their resolution respecting the Impact on Woodbine's Race and Stay Program on the Fort Erie Race Track.  
Recommendation: Be received.
- 5.13 Correspondence from the Township of Selwyn requesting support for their resolution respecting Short Term Rentals.  
Recommendation: Be received.
- 5.14 Correspondence from Kamilia Karayyim respecting the right to clean air.  
Recommendation: Be received and referred to the Medical Officer of Health for appropriate action.
- 5.15 Correspondence from the Town of Port Colborne requesting support for the Town of Gwillimbury's resolution respecting The Right-to-Repair Movement.  
Recommendation: Be received.
- 5.16 Correspondence from the Municipality of Chatham-Kent requesting support for their resolution respecting a Time for Change Municipal Freedom of Information and Protection of Privacy Act  
Recommendation: Be received.
- 5.17 Correspondence from the Town of Caledon requesting support for their resolution request that the Province strengthen enforcement powers to combat significant illegal land uses negatively impacting communities across Ontario  
Recommendation: Be received.

Members of the public can contact the Clerk's Office to acquire the documents considered at this meeting, in an alternate format.

- 5.18 Correspondence from the Town of Greater Napanee requesting support for their resolution endorsing the call from the Women of Ontario Say No, for legislative change to improve municipal codes of conduct and their enforcement.

Recommendation: Be received.

## **6. COMMITTEE REPORTS**

- 6.1 General Issues Committee (Special) Report 23-020 - June 27, 2023
- 6.2 General Issues Committee (Special) Report 23-021 - June 28, 2023
- 6.3 Selection Committee for Agencies, Boards and Sub-Committees Report 23-005 - June 29, 2023
- 6.4 General Issues Committee Report 23-022 - July 10, 2023
- 6.5 Planning Committee Report 23-011 - July 11, 2023
- 6.6 Public Works Committee Report 23-010 - July 12, 2023
- 6.7 Audit, Finance and Administration Committee Report 23-011 - July 13, 2023
- 6.8 Emergency and Community Services Committee Report 23-009 - July 13, 2023

## **7. MOTIONS**

- 7.1 Compass Community Health's Produce Prescription Box (FVRx) Program (Ward 2)
- 7.2 Canadian Somali Community Youth Soccer Program (Ward 2)
- 7.3 Declaration of the Peregrine Falcon as Hamilton's Official "City Bird" (City Wide)
- 7.4 Amendment to the Community Benefits Protocol Sub-Committee's Terms of Reference

## **8. NOTICES OF MOTIONS**

## **9. STATEMENT BY MEMBERS (non-debatable)**

## **10. COUNCIL COMMUNICATION UPDATES**

- 10.1 June 16, 2023 to July 6, 2023

## **11. PRIVATE AND CONFIDENTIAL**

Members of the public can contact the Clerk's Office to acquire the documents considered at this meeting, in an alternate format.

11.1 Closed Minutes June 21, 2023

Pursuant to Section 9.3, Sub-sections (c), (f), (i) and (j) of the City's Procedural By-law 21-021, as amended, and Section 239(2), Sub-sections (c), (f), (i) and (j) of the Ontario Municipal Act, 2001, as amended, as the subject matter pertains to a proposed or pending acquisition or disposition of land for City or a local board purposes; advice that is subject to solicitor-client privilege, including communications necessary for that purpose; a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the City or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization and a trade secret or scientific, technical, commercial or financial information that belongs to the City or a local board and has monetary value or potential monetary value.

11.2 Appointments to the Various City of Hamilton Agencies, Boards and Sub-Committees for the 2022-2026 Council Term

Pursuant to Section 9.3 sub-section (b) of the City's Procedural By-law 21-021, as amended, and Section 239(2) Sub-section (b) of the Ontario Municipal Act, 2001, as amended, as the subject matter pertains to personal matters about an identifiable individual, including City or local board employees.

**12. BY-LAWS AND CONFIRMING BY-LAW**

12.1 120

To Appoint a Drainage Superintendent

Ward: City Wide

12.2 121

To Establish City of Hamilton Land Described as Part of Block 106 on 62M-1209, designated as Part 6 on 62R-22083 as Part of Cielo Court

Ward: 7

12.3 122

To Adopt Official Plan Amendment No. 184 to the Urban Hamilton Official Plan Respecting 487 Shaver Road (former Town of Ancaster)

Ward: 12

12.4 123

To Amend Zoning By-law No. 87-57, Respecting Lands Located at 487 Shaver Road (Ancaster)

Ward: 12

Members of the public can contact the Clerk's Office to acquire the documents considered at this meeting, in an alternate format.

12.5 \*124 - REVISED

To Amend By-law No. 01-218, as amended, Being a By-law to Regulate On-Street Parking

Schedule 6 (Time Limit Parking Zones)

Schedule 8 (No Parking Zones)

Schedule 12 (Permit Parking Zones)

Schedule 13 (No Stopping Zones)

Schedule 14 (Wheelchair Loading Zones)

Ward: 1, 2, 3, 4, 13, 14

12.6 125

To Designate Property Located at 115-117 George Street, Hamilton, as Property of Cultural Heritage Value

Ward: 2

12.7 126

To Establish City of Hamilton Land Described as Block 87 on Plan 62R-1198 as Part of Halo Court, and Block 88 on Plan 62M-1198 as Part of Dulgaren Street

Ward: 7

12.8 127

To Establish City of Hamilton Land Described as Blocks 52 and 53 on Plan 62M-1260 as Part of Klein Circle

Ward: 12

12.9 128

To Establish City of Hamilton Land Described as Block 12 on Plan 62M-1282 as Part of Roy Street

Ward: 12

12.10 138

To Confirm the Proceedings of City Council

**13. ADJOURNMENT**

Members of the public can contact the Clerk's Office to acquire the documents considered at this meeting, in an alternate format.



## CITY COUNCIL MINUTES 23-012

9:30 a.m.

June 21, 2023

Council Chamber

Hamilton City Hall

71 Main Street West

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**Present:** Mayor A. Horwath, Deputy Mayor C. Kroetsch  
Councillors J. Beattie; C. Cassar; B. Clark; J.P. Danko; M. Francis; T.  
Hwang; T. Jackson; T. McMeekin; N. Nann; E. Pauls; M. Spadafora;  
M. Tadeson, A. Wilson and M. Wilson

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Mayor Horwath called the meeting to order and recognized that Council is meeting on the traditional territories of the Erie, Neutral, HuronWendat, Haudenosaunee and Mississaugas. This land is covered by the Dish with One Spoon Wampum Belt Covenant, which was an agreement between the Haudenosaunee and Anishinaabek to share and care for the resources around the Great Lakes. It was further acknowledged that this land is covered by the Between the Lakes Purchase, 1792, between the Crown and the Mississaugas of the Credit First Nation. The City of Hamilton is home to many Indigenous people from across Turtle Island (North America) and it was recognized that we must do more to learn about the rich history of this land so that we can better understand our roles as residents, neighbours, partners and caretakers.

<b>APPROVAL OF THE AGENDA</b>
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The Clerk advised of the following changes to the agenda:

### 5. COMMUNICATIONS

- 5.10 Correspondence from Carl Maragno respecting an object to the Urban Plan Official Plan Amendment re File UHOPA-22-002 due to a concern with the proposed positioning of the garbage bins.

Recommendation: Be received and referred to the consideration of Item 6 of Planning Committee Report 23-010.

- 5.11 Correspondence from Anne Washington respecting Council's agreement not to extend Hamilton's Urban boundary onto agricultural lands.

Recommendation: Be received and referred to the General Manager of Planning and Economic Development for appropriate action.

- 5.12 Correspondence from Melanie Grillo encouraging Council to declare Intimate Partner Violence a Crisis/Epidemic in Hamilton.

Recommendation: Be received.

- 5.13 Correspondence from Gabriel Nicholson respecting Affordable Housing at 272 Caroline Street South (Ward 2).

Recommendation: Be received and referred to the consideration of Item 8 of the Emergency and Community Services Committee Report 23-008.

## 6. COMMITTEE REPORTS

- 6.9 Hamilton Police Services Board Selection Committee Report 23-002, June 16, 2023

- 6.11 Hamilton Police Services Board Selection Committee Report 23-003, June 20, 2023

## 7. MOTIONS

- 7.1 Appointments to the Hamilton Conservation Authority Board of Directors - **REVISED**

- 7.2 Ontario Disability Support Program (ODSP) and Ontario Works (OW) Rates – **WITHDRAWN**

- 7.5 Closing Catherine Street North (between Simcoe Street East and Ferrie Street East) for a Block Party (Ward 2) - **REVISED**

## 8. NOTICES OF MOTION

- 8.1 Amendment to Item 7 of Audit, Finance and Administration Committee Report 23-008 respecting the Grants Sub-Committee Report 23-002 (May 16, 2023)

- 8.2 Resignation from the Selection Committee for Agencies, Boards and Sub-Committees.

- 8.3 Support for 541 Eatery & Exchange and Helping Hands Streets Mission

## 11. PRIVATE AND CONFIDENTIAL

- 11.1 Downtown Entertainment Precinct Update (LS23022(a)/PED18168(j)) (Ward 2)



**(Pauls/Nann)**

That the agenda for the June 21, 2023 meeting of Council be approved, as amended.

**Result: Motion CARRIED by a vote of 16 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
 YES - Ward 12 Councillor Craig Cassar  
 YES - Ward 9 Councillor Brad Clark  
 YES - Ward 8 Councillor John-Paul Danko  
 YES - Ward 5 Councillor Matt Francis  
 YES - Mayor Andrea Horwath  
 YES - Ward 4 Councillor Tammy Hwang  
 YES - Ward 6 Councillor Tom Jackson  
 YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch  
 YES - Ward 15 Councillor Ted McMeekin  
 YES - Ward 3 Councillor Nrinder Nann  
 YES - Ward 7 Councillor Esther Pauls  
 YES - Ward 14 Councillor Mike Spadafora  
 YES - Ward 11 Councillor Mark Tadeson  
 YES - Ward 13 Councillor Alex Wilson  
 YES - Ward 1 Councillor Maureen Wilson

**DECLARATIONS OF INTEREST**

Councillor M. Wilson declared a non-disqualifying interest to Item 8 of the Emergency and Community Services Committee Report 23-008, Affordable Housing at 272 Caroline Street South (Ward 2), as her husband is CEO of Hamilton Community Foundation.

Councillor B. Clark declared a disqualifying interest to Item 9 of Planning Committee Report 23-010, Hamilton Official Plan Amendment Application (UHOPA-18-004) and Zoning By-law Amendment Application (ZAC-18-009) for lands located at 299-307 John Street South and 97 St. Joseph Drive as the principle planner of Urban Solution has a retail business interest with his son.

Councillor B. Clark declared a disqualifying interest to Item 10 of Planning Committee Report 23-010, Zoning By-law Amendment Application (ZAC-22-011) for Lands Located at 392, 398, 400, 402, 406 and 412 Wilson Street East and 15 Lorne Avenue, Ancaster (LS23024/PED22070(a)) (Ward 12) as the principle planner of Urban Solution has a retail business interest with his son.

**APPROVAL OF MINUTES OF PREVIOUS MEETING****4. June 7, 2023 (Item 4.1)****(Beattie/Spadafora)**

That the Minutes of the June 7, 2023 meeting of Council be approved, as presented.

**Result: Motion CARRIED by a vote of 16 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie

- YES - Ward 12 Councillor Craig Cassar
- YES - Ward 9 Councillor Brad Clark
- YES - Ward 8 Councillor John-Paul Danko
- YES - Ward 5 Councillor Matt Francis
- YES - Mayor Andrea Horwath
- YES - Ward 4 Councillor Tammy Hwang
- YES - Ward 6 Councillor Tom Jackson
- YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch
- YES - Ward 15 Councillor Ted McMeekin
- YES - Ward 3 Councillor Nrinder Nann
- YES - Ward 7 Councillor Esther Pauls
- YES - Ward 14 Councillor Mike Spadafora
- YES - Ward 11 Councillor Mark Tadeson
- YES - Ward 13 Councillor Alex Wilson
- YES - Ward 1 Councillor Maureen Wilson

<b>COMMUNICATIONS</b>
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**(Kroetsch/Pauls)**

That Council Communications 5.1 to 5.13 be approved, ***as amended***, as follows:

- 5.1 Correspondence from the Township of Killaloe, Hagarty and Richards requesting support for their resolution respecting the future accuracy of Permanent Register of Electors.

Recommendation: Be received.

- 5.2 Correspondence from the Municipality of Mississippi Mills requesting support for their resolution respecting Rural Education Funding.

Recommendation: Be received.

- 5.3 Correspondence from the Municipality of Huron Shores requesting support for their resolution respecting the Health Care Crisis.

Recommendation: Be received.

- 5.4 Correspondence from the City of Quinte West requesting support for their resolution respecting "Renovictions".

Recommendation: Be received.

- 5.5 Correspondence from Sarah Chudak respecting Noise and Safety Concerns Along Rymal Road in Ward 9.

Recommendation: Be received and referred to the General Manager of Public Works for appropriate action.

- 5.6 Correspondence from Guiliana Casimirri, Executive Director, Green Venture respecting the Hamilton Urban Forest Strategy Final Report (PED20173(a))

Recommendation: Be received and referred to the consideration of Item 5 of Planning Committee Report 23-010.

- 5.7 Correspondence from Carolanne Forster in support of the decision to defer the discussion on the development of Book Road Greenbelt lands.

Recommendation: Be received and referred to the consideration of Item (g)(i) of Planning Committee Report 23-010.

- 5.8 Correspondence from Brad Clarke, A.J. Clarke and Associates Ltd. respecting 487 Shaver Road - UHOPA and ZBA.

Recommendation: Be received and referred to the consideration of Item 6 of Planning Committee Report 23-010.

- 5.9 Correspondence from Kevin Gonci, Hamilton ParticipACTION Team respecting a 2023 ParticipACTION Community Challenge - Update.

Recommendation: Be received.

- 5.10 Correspondence from Carl Maragno respecting an object to the Urban Plan Official Plan Amendment re File UHOPA-22-002 due to a concern with the proposed positioning of the garbage bins.

Recommendation: Be received and referred to the consideration of Item 6 of Planning Committee Report 23-010.

- 5.11 Correspondence from Anne Washington respecting Council's agreement not to extend Hamilton's Urban boundary onto agricultural lands.

Recommendation: Be received and referred to the General Manager of Planning and Economic Development for appropriate action.

- 5.12 Correspondence from Melanie Grillo encouraging Council to declare Intimate Partner Violence a Crisis/Epidemic in Hamilton.

Recommendation: Be received **and referred to the General Manager of Healthy and Safe Communities for appropriate action.**

- 5.13 Correspondence from Gabriel Nicholson respecting Affordable Housing at 272 Caroline Street South (Ward 2).

Recommendation: Be received and referred to the consideration of Item 8 of the Emergency and Community Services Committee Report 23-008.

**Result: Motion on the Communication Items, as amended, CARRIED by a vote of 16 to 0, as follows:**

- YES - Ward 10 Councillor Jeff Beattie
- YES - Ward 12 Councillor Craig Cassar
- YES - Ward 9 Councillor Brad Clark
- YES - Ward 8 Councillor John-Paul Danko
- YES - Ward 5 Councillor Matt Francis
- YES - Mayor Andrea Horwath
- YES - Ward 4 Councillor Tammy Hwang
- YES - Ward 6 Councillor Tom Jackson
- YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch
- YES - Ward 15 Councillor Ted McMeekin
- YES - Ward 3 Councillor Nrinder Nann
- YES - Ward 7 Councillor Esther Pauls
- YES - Ward 14 Councillor Mike Spadafora
- YES - Ward 11 Councillor Mark Tadeson
- YES - Ward 13 Councillor Alex Wilson
- YES - Ward 1 Councillor Maureen Wilson

**(Kroetsch/Pauls)**

That Council move into Committee of the Whole for consideration of the Committee Reports.

**Result: Motion CARRIED by a vote of 16 to 0, as follows:**

- YES - Ward 10 Councillor Jeff Beattie
- YES - Ward 12 Councillor Craig Cassar
- YES - Ward 9 Councillor Brad Clark
- YES - Ward 8 Councillor John-Paul Danko
- YES - Ward 5 Councillor Matt Francis
- YES - Mayor Andrea Horwath
- YES - Ward 4 Councillor Tammy Hwang
- YES - Ward 6 Councillor Tom Jackson
- YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch
- YES - Ward 15 Councillor Ted McMeekin
- YES - Ward 3 Councillor Nrinder Nann
- YES - Ward 7 Councillor Esther Pauls
- YES - Ward 14 Councillor Mike Spadafora
- YES - Ward 11 Councillor Mark Tadeson
- YES - Ward 13 Councillor Alex Wilson
- YES - Ward 1 Councillor Maureen Wilson

<p style="text-align: center;"><b>HAMILTON ENTERPRISES HOLDING CORPORATION SHAREHOLDER ANNUAL GENERAL MEETING REPORT 23-001</b></p>
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**(Kroetsch/Pauls)**

That Hamilton Enterprises Holding Corporation Shareholder Annual General Meeting Report 23-001, being the meeting held on Thursday, June 8, 2023, be received and the recommendations contained therein be approved.

**Result: Motion on the Hamilton Enterprises Holding Corporation Shareholder Annual General Meeting Report 23-001, CARRIED by a vote of 16 to 0, as follows:**

- YES - Ward 10 Councillor Jeff Beattie
- YES - Ward 12 Councillor Craig Cassar
- YES - Ward 9 Councillor Brad Clark
- YES - Ward 8 Councillor John-Paul Danko
- YES - Ward 5 Councillor Matt Francis
- YES - Mayor Andrea Horwath
- YES - Ward 4 Councillor Tammy Hwang
- YES - Ward 6 Councillor Tom Jackson
- YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch
- YES - Ward 15 Councillor Ted McMeekin
- YES - Ward 3 Councillor Nrinder Nann
- YES - Ward 7 Councillor Esther Pauls
- YES - Ward 14 Councillor Mike Spadafora
- YES - Ward 11 Councillor Mark Tadeson
- YES - Ward 13 Councillor Alex Wilson
- YES - Ward 1 Councillor Maureen Wilson

<b>HAMILTON UTILITIES CORPORATION SHAREHOLDER ANNUAL GENERAL MEETING REPORT 23-002</b>
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**(Kroetsch/Pauls)**

That Hamilton Utilities Corporation Shareholder Annual General Meeting Report 23-002, being the meeting held on Thursday, June 8, 2023, be received and the recommendations contained therein be approved.

**Result: Motion on the Hamilton Utilities Corporation Shareholder Annual General Meeting Report 23-002, CARRIED by a vote of 16 to 0, as follows:**

- YES - Ward 10 Councillor Jeff Beattie
- YES - Ward 12 Councillor Craig Cassar
- YES - Ward 9 Councillor Brad Clark
- YES - Ward 8 Councillor John-Paul Danko
- YES - Ward 5 Councillor Matt Francis
- YES - Mayor Andrea Horwath
- YES - Ward 4 Councillor Tammy Hwang
- YES - Ward 6 Councillor Tom Jackson
- YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch
- YES - Ward 15 Councillor Ted McMeekin
- YES - Ward 3 Councillor Nrinder Nann
- YES - Ward 7 Councillor Esther Pauls
- YES - Ward 14 Councillor Mike Spadafora
- YES - Ward 11 Councillor Mark Tadeson
- YES - Ward 13 Councillor Alex Wilson
- YES - Ward 1 Councillor Maureen Wilson

**PUBLIC HEALTH COMMITTEE REPORT 23-007****(M. Wilson/Spadafora)**

That Public Health Committee Report 23-007, being the meeting held on Monday, June 12, 2023, be received and the recommendations contained therein be approved.

**Result: Motion on the Public Health Committee Report 23-007, CARRIED by a vote of 16 to 0, as follows:**

- YES - Ward 10 Councillor Jeff Beattie
- YES - Ward 12 Councillor Craig Cassar
- YES - Ward 9 Councillor Brad Clark
- YES - Ward 8 Councillor John-Paul Danko
- YES - Ward 5 Councillor Matt Francis
- YES - Mayor Andrea Horwath
- YES - Ward 4 Councillor Tammy Hwang
- YES - Ward 6 Councillor Tom Jackson
- YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch
- YES - Ward 15 Councillor Ted McMeekin
- YES - Ward 3 Councillor Nrinder Nann
- YES - Ward 7 Councillor Esther Pauls
- YES - Ward 14 Councillor Mike Spadafora
- YES - Ward 11 Councillor Mark Tadeson
- YES - Ward 13 Councillor Alex Wilson
- YES - Ward 1 Councillor Maureen Wilson

**PUBLIC WORKS COMMITTEE REPORT 23-009****(Nann/Pauls)**

That Public Works Committee Report 23-009, being the meeting held on Monday, June 12, 2023, be received and the recommendations contained therein be approved.

**Result: Motion on the Public Works Committee Report 23-009, CARRIED by a vote of 16 to 0, as follows:**

- YES - Ward 10 Councillor Jeff Beattie
- YES - Ward 12 Councillor Craig Cassar
- YES - Ward 9 Councillor Brad Clark
- YES - Ward 8 Councillor John-Paul Danko
- YES - Ward 5 Councillor Matt Francis
- YES - Mayor Andrea Horwath
- YES - Ward 4 Councillor Tammy Hwang
- YES - Ward 6 Councillor Tom Jackson
- YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch
- YES - Ward 15 Councillor Ted McMeekin
- YES - Ward 3 Councillor Nrinder Nann
- YES - Ward 7 Councillor Esther Pauls
- YES - Ward 14 Councillor Mike Spadafora
- YES - Ward 11 Councillor Mark Tadeson
- YES - Ward 13 Councillor Alex Wilson

YES - Ward 1 Councillor Maureen Wilson

<b>PLANNING COMMITTEE REPORT 23-010</b>
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**(Danko/Hwang)**

That Planning Committee Report 23-010, being the meeting held on Tuesday, June 13, 2023, be received and the recommendations contained therein be approved.

**(Beattie/Danko)**

That Item 8 of Planning Committee Report 23-010, be **amended**, to add a new sub-section (b) and to renumber the balance accordingly:

8. **Appeal to the Ontario Land Tribunal (OLT) for Lack of Decision on Official Plan Amendment Application (UHOPA-17-005), Zoning By-law Amendment Application (ZAC-17-015) and Draft Plan of Subdivision Application (25T-201703) for Lands located at 11, 19, 20, 21, 23, 27 and 30 Lakeside Drive and 81 Waterfront Crescent, Stoney Creek (LS23008/PED22150(b)) (Ward 10) (Item 15.1)**
- (b) ***That Growth Management staff be consulted by any external consultants retained by the City regarding any recommended conditions of draft approval to be presented to the Tribunal, if necessary; and,***
- (c) That the balance of Report LS23008/PED22150(b) and its Appendices remain confidential.

**Result: Amendment to Item 8 of the Planning Committee Report 23-010, CARRIED by a vote of 16 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
 YES - Ward 12 Councillor Craig Cassar  
 YES - Ward 9 Councillor Brad Clark  
 YES - Ward 8 Councillor John-Paul Danko  
 YES - Ward 5 Councillor Matt Francis  
 YES - Mayor Andrea Horwath  
 YES - Ward 4 Councillor Tammy Hwang  
 YES - Ward 6 Councillor Tom Jackson  
 YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch  
 YES - Ward 15 Councillor Ted McMeekin  
 YES - Ward 3 Councillor Nrinder Nann  
 YES - Ward 7 Councillor Esther Pauls  
 YES - Ward 14 Councillor Mike Spadafora  
 YES - Ward 11 Councillor Mark Tadeson  
 YES - Ward 13 Councillor Alex Wilson  
 YES - Ward 1 Councillor Maureen Wilson

**(A. Wilson/M. Wilson)**

That Item 5(d) of Planning Committee Report 23-010, be **amended**, to as follows:

**5. Hamilton Urban Forest Strategy Final Report (PED20173(a)) (City Wide) (Item 9.3)**

- (d) That the City adopt a target of 40% tree canopy coverage for the urban area by 2050, and to achieve the 40% tree canopy target:
- (i) That staff be directed to approve two Full Time Employee enhancements in 2023 **at a cost of \$33,323 for Project Manager, and \$37,881.43 for the Senior Project Manager in Q4 of 2023 to be funded from Tax Stabilization Reserve 110046, with the two Full Time Employee enhancements be incorporated into the 2024 budget process** as follows:
- (1) An enhancement of one Full-Time Employee (FTE) within the Forestry Section of Public Works to undertake the ongoing monitoring, reporting and facilitation of the implementation of the Urban Forest Strategy including prioritizing those areas with greatest need for tree canopy;
- (2) An enhancement of one Full-Time Employee (FTE) within the Forestry Section of Public Works to supplement the City's tree planting program, with a goal of increasing the annual target for City-led tree planting from 12,000 to 20,000 trees per year and increasing the annual free tree giveaway from 3,000 trees to 5,000 trees per year;

Councillor A. Wilson withdrew the above motion.

Due to a declared conflict, Item 9 was voted on separately as follows:

**9. Appeal to the Ontario Land Tribunal (OLT) for Lack of Decision on Urban Hamilton Official Plan Amendment Application (UHOPA-18-004) and Zoning By-law Amendment Application (ZAC-18-009) for lands located at 299-307 John Street South and 97 St. Joseph Drive (LS22007(b)/PED22038(c)) (Ward 2) (Added Item 15.2)**

- (a) That the directions to staff in closed session respecting Report LS22007(b)/PED22038(c) be approved;
- (b) That closed session recommendations (a), (b), and (c) attached to Report LS22007(b)/PED22038(c) and Appendices "B" and "C", be approved and remain confidential until made public as the City's position before the Ontario Land Tribunal; and,
- (c) That the balance of Report LS22007(b)/PED22038(c) remain confidential.

**Result: Motion on Item 9 of the Planning Committee Report 23-010, CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie



YES - Ward 12 Councillor Craig Cassar  
 CONFLICT - Ward 9 Councillor Brad Clark  
 YES - Ward 8 Councillor John-Paul Danko  
 YES - Ward 5 Councillor Matt Francis  
 YES - Mayor Andrea Horwath  
 YES - Ward 4 Councillor Tammy Hwang  
 YES - Ward 6 Councillor Tom Jackson  
 YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch  
 YES - Ward 15 Councillor Ted McMeekin  
 YES - Ward 3 Councillor Nrinder Nann  
 YES - Ward 7 Councillor Esther Pauls  
 YES - Ward 14 Councillor Mike Spadafora  
 YES - Ward 11 Councillor Mark Tadeson  
 YES - Ward 13 Councillor Alex Wilson  
 YES - Ward 1 Councillor Maureen Wilson

Due to a declared conflict, Item 10 was voted on separately as follows:

- 10. Appeal to the Ontario Land Tribunal (OLT) for Refusal of Official Plan Amendment Application (UHOPA-22-004) and Zoning By-law Amendment Application (ZAC-22-011) for Lands Located at 392, 398, 400, 402, 406 and 412 Wilson Street East and 15 Lorne Avenue, Ancaster (LS23024/PED22070(a)) (Ward 12) (Added Item 15.3)**
- (a) That the directions to staff in closed session respecting Report LS23024/PED22070(a) be approved;
  - (b) That closed session recommendations (a), (b), (c), and (d) to Report LS23024/PED22070(a) and Appendices "A", "B", and "C", be approved and remain confidential until made public coincident with staff's presentation of the City's position to the OLT;
  - (c) That the balance of Report LS23024/PED22070(a) remain confidential.

**Result: Motion on Item 10 of the Planning Committee Report 23-010, CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
 YES - Ward 12 Councillor Craig Cassar  
 CONFLICT - Ward 9 Councillor Brad Clark  
 YES - Ward 8 Councillor John-Paul Danko  
 YES - Ward 5 Councillor Matt Francis  
 YES - Mayor Andrea Horwath  
 YES - Ward 4 Councillor Tammy Hwang  
 YES - Ward 6 Councillor Tom Jackson  
 YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch  
 YES - Ward 15 Councillor Ted McMeekin  
 YES - Ward 3 Councillor Nrinder Nann  
 YES - Ward 7 Councillor Esther Pauls  
 YES - Ward 14 Councillor Mike Spadafora

YES - Ward 11 Councillor Mark Tadeson  
 YES - Ward 13 Councillor Alex Wilson  
 YES - Ward 1 Councillor Maureen Wilson

**Result: Motion on the balance of the Planning Committee Report 23-010, As Amended, CARRIED by a vote of 16 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
 YES - Ward 12 Councillor Craig Cassar  
 YES - Ward 9 Councillor Brad Clark  
 YES - Ward 8 Councillor John-Paul Danko  
 YES - Ward 5 Councillor Matt Francis  
 YES - Mayor Andrea Horwath  
 YES - Ward 4 Councillor Tammy Hwang  
 YES - Ward 6 Councillor Tom Jackson  
 YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch  
 YES - Ward 15 Councillor Ted McMeekin  
 YES - Ward 3 Councillor Nrinder Nann  
 YES - Ward 7 Councillor Esther Pauls  
 YES - Ward 14 Councillor Mike Spadafora  
 YES - Ward 11 Councillor Mark Tadeson  
 YES - Ward 13 Councillor Alex Wilson  
 YES - Ward 1 Councillor Maureen Wilson

<b>GENERAL ISSUES COMMITTEE REPORT 23-019</b>
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**(Kroetsch/Pauls)**

That General Issues Committee Report 23-019, being the meeting held on Wednesday, June 14, 2023, be received and the recommendations contained therein be approved.

Mayor Horwath relinquished the Chair to Deputy Mayor Kroetsch.

Upon Council's request, Item 10 was voted on separately as follows:

**10. Secondary Ward Councillor Offices (PW23041 / FCS23076 / PED23138) (City Wide) (Outstanding Business List Item) (Item 10.3)**

- (a) That the Guideline: Secondary Ward Offices for Councillors attached as Appendix "D" to General Issues Committee Report 23-019 be adopted; and,
- (b) That the Guideline: Secondary Ward Offices for Councillors attached as to Report PW23041 / FCS23076 / PED23138, be referred to Human Resources staff to include in their review of the Office Budgets including consideration of funding the associated costs for Secondary Ward Offices from the recommended individual Ward Office Budes instead of the Legislative General Operating Budget.

**Result: Motion on Item 10 of the General Issues Committee Report 23-019, CARRIED by a vote of 14 to 1, as follows:**

- YES - Ward 10 Councillor Jeff Beattie
- YES - Ward 12 Councillor Craig Cassar
- NO - Ward 9 Councillor Brad Clark
- YES - Ward 8 Councillor John-Paul Danko
- YES - Ward 5 Councillor Matt Francis
- NOT PRESENT - Mayor Andrea Horwath
- YES - Ward 4 Councillor Tammy Hwang
- YES - Ward 6 Councillor Tom Jackson
- YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch
- YES - Ward 15 Councillor Ted McMeekin
- YES - Ward 3 Councillor Nrinder Nann
- YES - Ward 7 Councillor Esther Pauls
- YES - Ward 14 Councillor Mike Spadafora
- YES - Ward 11 Councillor Mark Tadeson
- YES - Ward 13 Councillor Alex Wilson
- YES - Ward 1 Councillor Maureen Wilson

Deputy Mayor Kroetsch relinquished the Chair to Councillor Pauls.

**Result: Motion on the balance of the General Issues Committee Report 23-019, CARRIED by a vote of 15 to 0, as follows:**

- YES - Ward 10 Councillor Jeff Beattie
- YES - Ward 12 Councillor Craig Cassar
- YES - Ward 9 Councillor Brad Clark
- YES - Ward 8 Councillor John-Paul Danko
- YES - Ward 5 Councillor Matt Francis
- NOT PRESENT - Mayor Andrea Horwath
- YES - Ward 4 Councillor Tammy Hwang
- YES - Ward 6 Councillor Tom Jackson
- YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch
- YES - Ward 15 Councillor Ted McMeekin
- YES - Ward 3 Councillor Nrinder Nann
- YES - Ward 7 Councillor Esther Pauls
- YES - Ward 14 Councillor Mike Spadafora
- YES - Ward 11 Councillor Mark Tadeson
- YES - Ward 13 Councillor Alex Wilson
- YES - Ward 1 Councillor Maureen Wilson

<b>AUDIT, FINANCE AND ADMINISTRATION COMMITTEE REPORT 23-010</b>
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**(Kroetsch/Hwang)**

That Audit, Finance and Administration Committee Report 23-010, being the meeting held on Thursday, June 15, 2023, be received and the recommendations contained therein be approved.

**Result: Motion on the Audit, Finance and Administration Committee Report 23-010, CARRIED by a vote of 15 to 0, as follows:**

- YES - Ward 10 Councillor Jeff Beattie
- YES - Ward 12 Councillor Craig Cassar
- YES - Ward 9 Councillor Brad Clark
- YES - Ward 8 Councillor John-Paul Danko
- YES - Ward 5 Councillor Matt Francis
- NOT PRESENT - Mayor Andrea Horwath
- YES - Ward 4 Councillor Tammy Hwang
- YES - Ward 6 Councillor Tom Jackson
- YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch
- YES - Ward 15 Councillor Ted McMeekin
- YES - Ward 3 Councillor Nrinder Nann
- YES - Ward 7 Councillor Esther Pauls
- YES - Ward 14 Councillor Mike Spadafora
- YES - Ward 11 Councillor Mark Tadeson
- YES - Ward 13 Councillor Alex Wilson
- YES - Ward 1 Councillor Maureen Wilson

Deputy Mayor Kroetsch assumed the Chair.

<b>EMERGENCY AND COMMUNITY SERVICES COMMITTEE REPORT 23-008</b>
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**(Clark/Danko)**

That Emergency and Community Services Committee Report 23-008, being the meeting held on Thursday, June 15, 2023, be received and the recommendations contained therein be approved.

Mayor Horwath assumed the Chair for the remainder of the meeting.

**Result: Motion on the Emergency and Community Services Committee Report 23-008, CARRIED by a vote of 16 to 0, as follows:**

- YES - Ward 10 Councillor Jeff Beattie
- YES - Ward 12 Councillor Craig Cassar
- YES - Ward 9 Councillor Brad Clark
- YES - Ward 8 Councillor John-Paul Danko
- YES - Ward 5 Councillor Matt Francis
- YES - Mayor Andrea Horwath
- YES - Ward 4 Councillor Tammy Hwang
- YES - Ward 6 Councillor Tom Jackson
- YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch
- YES - Ward 15 Councillor Ted McMeekin
- YES - Ward 3 Councillor Nrinder Nann
- YES - Ward 7 Councillor Esther Pauls
- YES - Ward 14 Councillor Mike Spadafora
- YES - Ward 11 Councillor Mark Tadeson
- YES - Ward 13 Councillor Alex Wilson
- YES - Ward 1 Councillor Maureen Wilson

**(Kroetsch/Nann)**

That Section 5.8(2) of the City's Procedural By-law 21-021, as Amended, which provides that a minimum of 2 days shall pass before the Report of a Standing Committee, the Selection Committee, or other Committee that reports directly to Council is presented to Council to provide adequate opportunity for review, be waived in order to consider the Hamilton Police Services Board Selection Committee Report 23-002; Selection Committee for Agencies, Boards and Sub-Committees Report 23-004 and Hamilton Police Services Board Selection Committee Report 23-003.

**Result: Motion CARRIED by a 2/3rds vote of 16 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
 YES - Ward 12 Councillor Craig Cassar  
 YES - Ward 9 Councillor Brad Clark  
 YES - Ward 8 Councillor John-Paul Danko  
 YES - Ward 5 Councillor Matt Francis  
 YES - Mayor Andrea Horwath  
 YES - Ward 4 Councillor Tammy Hwang  
 YES - Ward 6 Councillor Tom Jackson  
 YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch  
 YES - Ward 15 Councillor Ted McMeekin  
 YES - Ward 3 Councillor Nrinder Nann  
 YES - Ward 7 Councillor Esther Pauls  
 YES - Ward 14 Councillor Mike Spadafora  
 YES - Ward 11 Councillor Mark Tadeson  
 YES - Ward 13 Councillor Alex Wilson  
 YES - Ward 1 Councillor Maureen Wilson

**HAMILTON POLICE SERVICES BOARD SELECTION COMMITTEE****(Nann/Kroetsch)**

That Hamilton Police Services Committee Selection Committee Report 23-002, being the meeting held on Friday, June 16, 2023, be received and the recommendations contained therein be approved.

**Result: Motion on the Hamilton Police Services Board Selection Committee Report 23-002, CARRIED by a vote of 16 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
 YES - Ward 12 Councillor Craig Cassar  
 YES - Ward 9 Councillor Brad Clark  
 YES - Ward 8 Councillor John-Paul Danko  
 YES - Ward 5 Councillor Matt Francis  
 YES - Mayor Andrea Horwath  
 YES - Ward 4 Councillor Tammy Hwang  
 YES - Ward 6 Councillor Tom Jackson  
 YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch  
 YES - Ward 15 Councillor Ted McMeekin  
 YES - Ward 3 Councillor Nrinder Nann  
 YES - Ward 7 Councillor Esther Pauls

YES - Ward 14 Councillor Mike Spadafora  
 YES - Ward 11 Councillor Mark Tadeson  
 YES - Ward 13 Councillor Alex Wilson  
 YES - Ward 1 Councillor Maureen Wilson

<b>SELECTION COMMITTEE FOR AGENCIES, BOARDS AND SUB-COMMITTEES          REPORT 23-004</b>
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**(Cassar/Tadeson)**

That Selection Committee for Agencies, Boards and Sub-Committees Report 23-004, being the meeting held on Monday, June 19, 2023, be received and the recommendations contained therein be approved.

Upon Council's request, Item 2 was voted on separately as follows:

**2. Voting Practice for the Selection Committee for Agencies, Boards and Sub-Committees (Item 5.2)**

That all members of the Selection Committee for Agencies, Boards and Sub-Committees, whether or not they are in attendance at **all the** interviews for the **various** positions available **on a specific** City of Hamilton's Agencies, Boards and Committees for the 2022-2026 Council Term, be permitted to vote to recommend candidates for appointment by City Council.

**Result: Motion on Item 2 of the Selection Committee for Agencies, Boards and Sub-Committees, DEFEATED by a vote of 7 to 9, as follows:**

NO - Ward 10 Councillor Jeff Beattie  
 YES - Ward 12 Councillor Craig Cassar  
 NO - Ward 9 Councillor Brad Clark  
 NO - Ward 8 Councillor John-Paul Danko  
 NO - Ward 5 Councillor Matt Francis  
 NO - Mayor Andrea Horwath  
 YES - Ward 4 Councillor Tammy Hwang  
 NO - Ward 6 Councillor Tom Jackson  
 YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch  
 YES - Ward 15 Councillor Ted McMeekin  
 YES - Ward 3 Councillor Nrinder Nann  
 NO - Ward 7 Councillor Esther Pauls  
 NO - Ward 14 Councillor Mike Spadafora  
 NO - Ward 11 Councillor Mark Tadeson  
 YES - Ward 13 Councillor Alex Wilson  
 YES - Ward 1 Councillor Maureen Wilson

**Result: Motion on the balance of the Selection Committee for Agencies, Boards and Sub-Committees Report 23-004, CARRIED by a vote of 16 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
 YES - Ward 12 Councillor Craig Cassar  
 YES - Ward 9 Councillor Brad Clark

YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
YES - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

<b>HAMILTON POLICE SERVICES BOARD SELECTION COMMITTEE</b>
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**(Nann/Spadafora)**

That Hamilton Police Services Committee Selection Committee Report 23-003, being the meeting held on Tuesday, June 20, 2023, be received and the recommendations contained therein be approved.

**(Pauls/Clark)**

That the consideration of the Hamilton Police Services Board Selection Committee Report 23-003, be DEFERRED until after Closed Session.

**Result: Motion DEFEATED by a vote of 6 to 9, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
NOT PRESENT - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
NO - Ward 5 Councillor Matt Francis  
NO - Mayor Andrea Horwath  
NO - Ward 4 Councillor Tammy Hwang  
NO - Ward 6 Councillor Tom Jackson  
NO - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch  
NO - Ward 15 Councillor Ted McMeekin  
NO - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
NO - Ward 13 Councillor Alex Wilson  
NO - Ward 1 Councillor Maureen Wilson

**Result: Motion on the Hamilton Police Services Board Selection Committee Report 23-003, CARRIED by a vote of 14 to 1, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
NOT PRESENT - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark

YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
YES - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
NO - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

**(Kroetsch/Pauls)**

That Council rise from Committee of the Whole.

**Result: Motion CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
NOT PRESENT - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
YES - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

<b>MOTIONS</b>
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**7.1 Appointments to the Hamilton Conservation Authority Board of Directors - REVISED**

**(Kroetsch/M. Wilson)**

That Councillors Beattie and Spadafora, be appointed to the Hamilton Conservation Authority Board of Directors for the 2022-2026 Term of Council, with their term commencing following the appointment of the three (3) citizen members.

**Result: Motion CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
NOT PRESENT - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark



YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
YES - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

### 7.3 Air Pollution & Mental Health Impacts

#### (Nann/Hwang)

WHEREAS, emerging data points to a connection between air pollution and mental and neurological health impacts;

WHEREAS, Hamilton Public Health does not currently collected data on air pollution and it's links to mental and neurological health outcomes;

WHEREAS, Hamilton Public Health does not currently have the resources to collect, analyze, and report to Public Health Committee on this data; and

WHEREAS, Hamilton Public Health regularly benefits from partnership with academics and other health research institutions where there are intersecting areas of interest.

THEREFORE, BE IT RESOLVED:

- (a) That Public Health Staff be directed to identify the resources required to develop, in partnership with the Centre for Addictions and Mental Health (CAMH), McMaster University and other local stakeholders, a suite of evidence informed indicators that can be used locally to monitor the impact of air pollution on mental and neurological health outcomes for future Health Check reports;
- (b) That staff report back to Public Health Committee on the identified resources needed by the start of Q4 2023, so that any staffing and/or financial needs can be identified for **consideration** in the 2024 Budget; and
- (c) That staff include this information in future Health Check reports to Public Health Committee by the beginning of 2025 and annually thereafter.

**Result: Motion CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
NOT PRESENT - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
YES - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

**(Tadeson/Spadafora)**

That Council recess until 1:00 p.m.

**Result: Motion CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
NOT PRESENT - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
YES - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

#### **7.4 Centre Français Hamilton Inc – FrancoFEST (Ward 3)**

**(Nann/Hwang)**

WHEREAS, about 750 families, representing approximately 1,500 Ward 3 residents, are Francophones (as estimated based on 2021 Census data as well as Immigration and Refugees and Citizenship Canada);

WHEREAS, Ward 3 is home to the first established Catholic French School, Notre-Dame, that has 350 students from kindergarten to Grade 8 and is considered the centre of the Francophonie in Hamilton;

WHEREAS, there is a long history of Francophone organizations in Ward 3, with Centre Francais Hamilton Inc forming in 1971 and purchasing a house at King and Sherman with donation assistance from its 125 members to afford the down payment;

WHEREAS, FrancoFEST has been gathering over 30,000 Francophones and Francophiles in the last ten years at Gage Park every summer;

WHEREAS, FrancoFEST has a tourism regional economic impact of about \$2.2M every year, as calculated using the provinces model; and

WHEREAS, FrancoFEST provides a space for francophones, including folks who are new to Hamilton from French-speaking countries, to gather, celebrate culture and build community.

THEREFORE, BE IT RESOLVED:

- (a) That \$2,000 be allocated from the Ward 3 Bell Tower Funds Non-Property Tax Revenue Account (3301609603) to Centre Français Hamilton Inc toward costs associated with the FrancoFEST; and
- (b) That the Mayor and City Clerk be authorized and directed to execute any required agreement(s) and ancillary documents, with such terms and conditions in a form satisfactory to the City Solicitor.

**Result: Motion CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
YES - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
NOT PRESENT - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

**7.5 Closing Catherine Street North (between Simcoe Street East and Ferrie Street East) for a Block Party (Ward 2) - REVISED****(Kroetsch/A. Wilson)**

WHEREAS, the City of Hamilton has committed to the principals of Vision Zero and Complete Streets which are used to provide a safer environment for all road users with an emphasis on vulnerable road users;

WHEREAS, the organizers have submitted a SEAT application for the event;

WHEREAS, the residents of Catherine Street North (between Simcoe Street East and Ferrie Street East) are holding a block party on June 25, 2023; and,

WHEREAS, the event organizer will be facilitating the road closure through the use of a contractor in alignment with recommendations and approvals from the SEAT Committee.

THEREFORE, BE IT RESOLVED:

- (a) That Catherine Street North be closed to vehicular traffic between Simcoe Street East and Ferrie Street East for a block party on June 25, 2023, between 12:00 p.m. and 8:00 p.m.
- (b) That the closure of Catherine Street North between Simcoe Street East and Ferrie Street East on June 25, 2023 be funded from the Ward 2 Capital Discretionary Account (#3302109200), at an upset limit not to exceed \$5,000.

**Result: Motion CARRIED by a vote of 16 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
YES - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

**7.6 Ward 1 Victoria Park Solar Compacting Waste Containers****(M. Wilson/Kroetsch)**

WHEREAS, Parks offer valuable recreational opportunities and gathering spaces for the community.

WHEREAS, since the pandemic there has been an increase in park and open space use, accompanied with increased levels of waste;

WHEREAS, increased levels of waste are a pressure for staffing resources and current levels of service are challenged to keep up with waste accumulation in parks and public spaces;

WHEREAS, alternate forms of waste management/storage may offer mitigative opportunities to address waste management in parks, with current collection schedules; and

WHEREAS, Parks and Cemeteries staff have identified a solar compacting waste container, manufactured by Bigbelly, that can be piloted at Victoria park (500 King Street West, Hamilton).

THEREFORE, BE IT RESOLVED:

- (a) That the purchase of two solar compacting waste containers, manufactured by Bigbelly, be approved as a single source purchase pursuant to Procurement Policy #11 – Non-competitive Procurements;
- (b) That \$10,000 of funding be allocated from the Ward 1 Special Capital Re-Investment Reserve Fund (#108051), to support the installation of the two (2) solar compacting waste containers at Victoria Park, 500 King Street West, Hamilton, be approved;
- (c) That staff report back on the effectiveness of the solar compacting waste containers, after one year of operation; and
- (d) 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.

**Result: Motion CARRIED by a vote of 16 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
YES - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch

YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

**7.7 Good Shepherd Stimulation, Activation and Motivation (SAM) Adult Day Programs (Ward 2)**

**(Kroetsch/Hwang)**

WHEREAS, the Stimulation, Activation and Motivation (SAM) Adult Day Program is an adult therapeutic day program which offers clients a structured day out in a safe and supportive environment;

WHEREAS the SAM program sites offer a variety of social, recreational, mentally and physically stimulating activities to participants, with the program goals of Stimulation, Activation, and Motivation; and

WHEREAS the SAM program will be running in cooperation with the Hamilton Waterfront Trust's Upper Dine facility on June 7, July 5, August 2, September 6, and October 4 in Ward 2.

THEREFORE, BE IT RESOLVED:

- (a) That up to \$1,000 be allocated from the Ward 2 Non-Property Tax Revenue Account (3301609602) to the Good Shepherd Stimulation, Activation and Motivation (SAM) Adult Day Program to ensure provisions for participants; and
- (b) That the Mayor and City Clerk be authorized and directed to execute any required agreement(s) and ancillary documents, with such terms and conditions in a form satisfactory to the City Solicitor.

**Result: Motion CARRIED by a vote of 16 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
YES - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson

YES - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

## 7.8 Removal of the City Tree Located at 1415 Trinity Church Road (Ward 11)

### (Tadeson/Spadafora)

WHEREAS, the owner of 1415 Trinity Church Road has indicated that the large City tree located adjacent their property within the City's Road Allowance has created both sightline issues and safety concerns when entering and exiting the property;

WHEREAS, the owner of 1415 Trinity Church Road has expressed their desire to the Ward Councillor and has previously appealed to Forestry staff to have the City tree removed;

WHEREAS, Council on February 22, 2023 referred the consideration of a motion respecting Removal of the City-Owned Tree Located at 1415 Trinity Church Road, Hamilton (Ward 11) to Public Works staff to prepare a report following a review of the traffic safety considerations related to 1415 Trinity Church Road as it relates to speed compliance matters and the placement of the driveway adjacent to a downhill portion of the roadway; and

WHEREAS, Council received Report PW23042, respecting a Road Safety Review - 1415 Trinity Church Road within Public Works Committee Report 23-008;

THEREFORE, BE IT RESOLVED:

- (a) That the owner of 1415 Trinity Church Road be permitted to obtain a tree removal permit for the above-mentioned public tree (Tree ID 31811, White Cedar, 30cm DBH);
- (b) That Forestry staff be directed to waive all tree removal permit and loss of canopy fees for the removal of the City-owned tree located at 1415 Trinity Church Road, Hamilton; and
- (c) That the owner of 1415 Trinity Church Road be responsible for funding the tree removal and stump grinding of the above-mentioned public tree.

**Result: Motion DEFEATED by a vote of 8 to 8, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
NO - Ward 12 Councillor Craig Cassar  
NO - Ward 9 Councillor Brad Clark  
NO - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
NO - Mayor Andrea Horwath  
YES - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
NO - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
NO - Ward 3 Councillor Nrinder Nann

YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
NO - Ward 13 Councillor Alex Wilson  
NO - Ward 1 Councillor Maureen Wilson

**7.9 Amendment to Item 7 of Audit, Finance and Administration Committee Report 23-008 respecting the Grants Sub-Committee Report 23-002 (May 16, 2023)**

**(Kroetsch/Danko)**

WHEREAS, City Council on May 24, 2023, approved a grant to the Art Gallery of Hamilton for \$1,000,000 through the City Enrichment Fund;

WHEREAS, City Council approved a policy which ensures that grant payments are not made until outstanding arrears owing to the City of Hamilton are paid off;

WHEREAS, the Art Gallery of Hamilton are in arrears to the City of Hamilton relating to the provision of utilities unrelated to their City Enrichment Fund grant payment;

WHEREAS, City Council approved that, the Grants for organizations, like the Hamilton Art Gallery, with outstanding arrears with the City Enrichment Fund, be approved and funding be withheld (if applicable) pending the full settlement of such arrears;

WHEREAS, the Art Gallery of Hamilton's utility arrears total \$345,315.06, as of December 31, 2022

WHEREAS, the City Enrichment Fund is advanced to the Art Gallery in monthly payments of \$83,333;

WHEREAS, the City of Hamilton has advanced \$250,000 in 2023 City Enrichment Funds to the Art Gallery of Hamilton, and has withheld \$166,667, as of May 31, 2023; and

WHEREAS, the Art Gallery of Hamilton relies on funds from the City of Hamilton to ensure sustainable annual operations.

THEREFORE, BE IT RESOLVED:

That Item 7(a)(a)(e)(i) of Audit, Finance and Administration Committee Report 23-008 respecting the Grants Sub-Committee Report 23-002 (May 16, 2023), be **amended** to remove (i) ART-A2, Art Gallery of Hamilton and renumbering the remaining items accordingly, as follows:

**7. Grants Sub-Committee Report 23-002 (May 16, 2023) (Added Item 10.5)**

- (a) 2023 City Enrichment Funding Recommendations (GRA23003) (City Wide) (Item 5.1)**



- (e) That, the funding for the following approved grants to the organizations with outstanding arrears with the City Enrichment Fund, be withheld (if applicable) pending the full settlement of such arrears:

<del>(i)</del>	<del>ART-A2</del>	<del>Art Gallery of Hamilton</del>
(i)	ART-A32	Immigrant Culture and Art Association (ICAA)
(ii)	CCH-A11	India Canada Society
(iii)	CCH-A26	Dundas Cactus Parade Inc.
(iv)	CCH-A32	Hamilton Folk Arts Heritage Council
(v)	CCH-A39	South Asian Heritage Association of Hamilton & Region
(vi)	CCH-A47	Flamborough Santa Claus Parade
(vii)	CCH-A49	Hamilton Waterfront Trust

**Result: Motion CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
 NOT PRESENT - Ward 12 Councillor Craig Cassar  
 YES - Ward 9 Councillor Brad Clark  
 YES - Ward 8 Councillor John-Paul Danko  
 YES - Ward 5 Councillor Matt Francis  
 YES - Mayor Andrea Horwath  
 YES - Ward 4 Councillor Tammy Hwang  
 YES - Ward 6 Councillor Tom Jackson  
 YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch  
 YES - Ward 15 Councillor Ted McMeekin  
 YES - Ward 3 Councillor Nrinder Nann  
 YES - Ward 7 Councillor Esther Pauls  
 YES - Ward 14 Councillor Mike Spadafora  
 YES - Ward 11 Councillor Mark Tadeson  
 YES - Ward 13 Councillor Alex Wilson  
 YES - Ward 1 Councillor Maureen Wilson

#### **7.10 Resignation from the Selection Committee for Agencies, Boards and Sub-Committees**

##### **(Francis/Jackson)**

That Council accept Councillor M. Francis' resignation from the Selection Committee for Agencies, Boards and Sub-Committees, effective immediately.

**Result: Motion CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
 NOT PRESENT - Ward 12 Councillor Craig Cassar  
 YES - Ward 9 Councillor Brad Clark  
 YES - Ward 8 Councillor John-Paul Danko  
 YES - Ward 5 Councillor Matt Francis  
 YES - Mayor Andrea Horwath

YES - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

### **7.11 Support for 541 Eatery & Exchange and Helping Hands Streets Mission**

#### **(Nann/Kroetsch)**

WHEREAS, encampment enforcement has pushed unhoused residents living encamped on City Hall property to greenspaces in Wards 2 and 3, especially to Central and Woodlands Parks;

WHEREAS, 541 Eatery & Exchange is a non-profit and pay-it-forward restaurant located on Barton St E in Ward 3 rooted in the belief that everyone deserves access to nutritious food and operates as a place that fosters belonging around a shared table;

WHEREAS, since reopening to dining after pivoting to meal distribution due to the COVID-19 pandemic, 541 Eatery has seen record number of residents coming in, many of whom experience a range of health inequities, including local youth and students;

WHEREAS, Helping Hands Street Mission is a community-based organization that provides friendship, a safe space, and services that supports individuals facing houselessness and various other health inequities and challenges faced by residents;

WHEREAS, 541 Eatery and Helping Hands Street Mission have been experiencing a strain on resources and their ability to provide essential services as they respond to the influx of unhoused residents seeking refuge, support and food;

WHEREAS, City staff have reached out to both organizations to work towards a more fulsome and comprehensive response and, until such time, to ensure both organizations can manage the coming weeks they are in need of financial support.

THEREFORE, BE IT RESOLVED:

- (a) That \$15,000 be allocated from the Ward 3 Bell Tower Funds Non-Property Tax Revenue Account (3301609603) and \$15,000 from the Ward 2 Bell Tower Funds Non-Property Tax Revenue Account (3301609602) to 541 Eatery & Exchange;

- (b) That \$2,500 be allocated from the Ward 3 Bell Tower Funds Non-Property Tax Revenue Account (3301609603) and \$2,500 from the Ward 2 Bell Tower Funds Non-Property Tax Revenue Account (3301609602) to Helping Hands Street Mission; and,
- (c) That the Mayor and City Clerk be authorized and directed to execute any required agreement(s) and ancillary documents, with such terms and conditions in a form satisfactory to the City Solicitor.

**Result: Motion CARRIED by a vote of 14 to 0, as follows:**

- YES - Ward 10 Councillor Jeff Beattie
- NOT PRESENT - Ward 12 Councillor Craig Cassar
- YES - Ward 9 Councillor Brad Clark
- YES - Ward 8 Councillor John-Paul Danko
- NOT PRESENT - Ward 5 Councillor Matt Francis
- YES - Mayor Andrea Horwath
- YES - Ward 4 Councillor Tammy Hwang
- YES - Ward 6 Councillor Tom Jackson
- YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch
- YES - Ward 15 Councillor Ted McMeekin
- YES - Ward 3 Councillor Nrinder Nann
- YES - Ward 7 Councillor Esther Pauls
- YES - Ward 14 Councillor Mike Spadafora
- YES - Ward 11 Councillor Mark Tadeson
- YES - Ward 13 Councillor Alex Wilson
- YES - Ward 1 Councillor Maureen Wilson

<b>NOTICES OF MOTION</b>
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**8.1 Amendment to Item 7 of Audit, Finance and Administration Committee Report 23-008 respecting the Grants Sub-Committee Report 23-002 (May 16, 2023)**

**(Kroetsch/Danko)**

That the Rules of Order be waived to allow for the introduction of a Motion respecting an Amendment to Item 7 of Audit, Finance and Administration Committee Report 23-008 respecting the Grants Sub-Committee Report 23-002 (May 16, 2023).

**Result: Motion CARRIED by a 2/3rds vote of 16 to 0, as follows:**

- YES - Ward 10 Councillor Jeff Beattie
- YES - Ward 12 Councillor Craig Cassar
- YES - Ward 9 Councillor Brad Clark
- YES - Ward 8 Councillor John-Paul Danko
- YES - Ward 5 Councillor Matt Francis
- YES - Mayor Andrea Horwath
- YES - Ward 4 Councillor Tammy Hwang
- YES - Ward 6 Councillor Tom Jackson
- YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch
- YES - Ward 15 Councillor Ted McMeekin

YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

For further disposition of this matter, refer to Item 7.9.

## **8.2 Resignation from the Selection Committee for Agencies, Boards and Sub-Committees**

### **(Francis/Jackson)**

That the Rules of Order be waived to allow for the introduction of a motion respecting a Resignation from the Selection Committee for Agencies, Boards and Sub-Committees.

**Result: Motion CARRIED by a 2/3rds vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
NOT PRESENT - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
YES - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

For further disposition of this matter, refer to Item 7.10.

## **8.3 Support for 541 Eatery & Exchange and Helping Hands Streets Mission**

### **(Nann/A. Wilson)**

That the Rules of Order be waived to allow for the introduction of a motion respecting Support for 541 Eatery & Exchange and Helping Hands Streets Mission.

**Result: Motion CARRIED by a 2/3rds vote of 14 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
NOT PRESENT - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko

NOT PRESENT - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
YES - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

For further disposition of this matter, refer to Item 7.11.

<b>STATEMENTS BY MEMBERS</b>
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Members of Council used this opportunity to discuss matters of general interest.

<b>COUNCIL COMMUNICATION UPDATES</b>
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**(Kroetsch/Pauls)**

That the listing of Council Communication Updates from June 2, 2023 to June 15, 2023, be received.

**Result: Motion on the Council Communication Updates from June 2, 2023 to June 15, 2023 CARRIED by a vote of 14 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
NOT PRESENT - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
NOT PRESENT - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
YES - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

**PRIVATE AND CONFIDENTIAL****(A. Wilson/Beattie)**

That the Committee move into Closed Session to discuss Item 11.1 respecting Downtown Entertainment Precinct Update (LS23022(a)/PED18168(j)) (Ward 2), pursuant to Section 9.3, Sub-sections (c), (f), (i) and (j) of the City's Procedural By-law 21-021, as amended, and Section 239(2), Sub-sections (c), (f), (i) and (j) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to a proposed or pending acquisition or disposition of land for City or a local board purposes; advice that is subject to solicitor-client privilege, including communications necessary for that purpose; a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the City or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization and a trade secret or scientific, technical, commercial or financial information that belongs to the City or a local board and has monetary value or potential monetary value.

**Result: Motion CARRIED by a vote of 14 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
 NOT PRESENT - Ward 12 Councillor Craig Cassar  
 YES - Ward 9 Councillor Brad Clark  
 YES - Ward 8 Councillor John-Paul Danko  
 NOT PRESENT - Ward 5 Councillor Matt Francis  
 YES - Mayor Andrea Horwath  
 YES - Ward 4 Councillor Tammy Hwang  
 YES - Ward 6 Councillor Tom Jackson  
 YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch  
 YES - Ward 15 Councillor Ted McMeekin  
 YES - Ward 3 Councillor Nrinder Nann  
 YES - Ward 7 Councillor Esther Pauls  
 YES - Ward 14 Councillor Mike Spadafora  
 YES - Ward 11 Councillor Mark Tadeson  
 YES - Ward 13 Councillor Alex Wilson  
 YES - Ward 1 Councillor Maureen Wilson

**11.1 Downtown Entertainment Precinct Update (LS23022(a)/PED18168(j)) (Ward 2)****(Danko/McMeekin)**

- (a) That the directions to staff in closed session, be approved; and
- (b) That Report LS23022(a)/PED18168(j) respecting the Downtown Entertainment Precinct Update, be received and remain confidential.

Upon Council's request, Sub-section (a) was voted on separately as follows:

- (a) That the directions to staff in closed session, be approved; and

**Result: Motion on Sub-section (a) of Report LS23022(a)/PED18168(j), Downtown Entertainment Precinct Update, CARRIED by a vote of 15 to 1, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
YES - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
NO - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

Upon Council's request, Sub-section (b) was voted on separately as follows:

(b) That Report LS23022(a)/PED18168(j) respecting the Downtown Entertainment Precinct Update, be received and remain confidential.

**Result: Motion on Sub-section (b) of Report LS23022(a)/PED18168(j), Downtown Entertainment Precinct Update, CARRIED by a vote of 16 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
YES - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

**BY-LAWS AND CONFIRMING BY-LAW****(Kroetsch/Pauls)**

That Bills No. 23-112 to No. 23-118, be passed and that the Corporate Seal be affixed thereto, and that the By-laws, be numbered, be signed by the Mayor and the City Clerk to read as follows:

- 112 A By-law to Establish Certain 2023 User Fees and Charges for Services, Activities or the Use of Property and to Repeal By-law No. 22-183  
Ward: City Wide
- 113 To Amend By-law No. 01-218, as amended, Being a By-law To Regulate On-Street Parking  
Schedule 8 (No Parking Zones)  
Schedule 12 (Permit Parking Zones)  
Schedule 14 (Wheelchair Loading Zones)  
Ward: 4, 6, 11, 12, 13
- 114 Respecting Removal of Part Lot Control, 59 Mount Albion Road, Hamilton – Lot 1, Registered Plan No. M-2 “Red Hill Glendale Estates, No. 1”  
PLC-22-015  
Ward: 5
- 115 Respecting Removal of Part Lot Control, Block 2 and Part of Block 3, Registered Plan No. 62M-1290, for lands municipally known as 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44, 46, 48, 50, 52, 54 Zoe Lane and 241, 243 and 245 Tanglewood Drive, Glanbrook  
PLC-23-004  
Ward: 9
- 116 To Amend By-law No. 21-021, a By-law to Govern the Proceedings of Council and Committees of Council  
Ward: City Wide
- 117 To Authorize the Execution of a new Ontario Transfer Payment Agreement or amended to the previous agreement Canada-Ontario Community Housing Initiative and the Ontario Priorities Housing Initiative between the City of Hamilton and His Majesty the King in right of Ontario as represented by the Minister of Municipal Affairs and Housing for the Province of Ontario to Receive Funding Under the Canada-Ontario Community Housing Initiative, the Ontario Priorities Housing Initiative  
Ward: City Wide
- 118 To Confirm the Proceedings of City Council

**Result: Motion CARRIED by a vote of 16 to 0, as follows:**

- YES - Ward 10 Councillor Jeff Beattie
- YES - Ward 12 Councillor Craig Cassar
- YES - Ward 9 Councillor Brad Clark
- YES - Ward 8 Councillor John-Paul Danko



YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
YES - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

**(Spadafora/Francis)**

That, there being no further business, City Council be adjourned at 4:02 p.m.

**Result: Motion CARRIED by a vote of 16 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
YES - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

Respectfully submitted,

Mayor Andrea Horwath

Janet Pilon  
Acting City Clerk



## SPECIAL CITY COUNCIL MINUTES 23-013

4:10 p.m.

June 28, 2023

Council Chambers

Hamilton City Hall, 71 Main Street West

**Present:** Mayor A. Horwath, Deputy Mayor C. Kroetsch (Chair)  
Councillors J. Beattie; C. Cassar; B. Clark; J.P. Danko; M. Francis;  
T. Hwang; T. McMeekin; M. Tadeson; A. Wilson and M. Wilson

**Absent:** Councillor T. Jackson – Personal  
Councillor E. Pauls – Personal  
Councillor N. Nann – Personal  
Councillor M. Spadafora - Personal

Mayor Horwath called the meeting to order and recognized that Council is meeting on the traditional territories of the Erie, Neutral, HuronWendat, Haudenosaunee and Mississaugas. This land is covered by the Dish with One Spoon Wampum Belt Covenant, which was an agreement between the Haudenosaunee and Anishinaabek to share and care for the resources around the Great Lakes. It was further acknowledged that this land is covered by the Between the Lakes Purchase, 1792, between the Crown and the Mississaugas of the Credit First Nation. The City of Hamilton is home to many Indigenous people from across Turtle Island (North America) and it was recognized that we must do more to learn about the rich history of this land so that we can better understand our roles as residents, neighbours, partners and caretakers.

### APPROVAL OF THE AGENDA

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

**(A. Wilson/Hwang)**

That the agenda for the June 28, 2023 Special meeting of Council be approved, as presented.

**Result: Motion CARRIED by a vote of 9 to 2, as follows:**

NO - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
NO - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis

NOT PRESENT - Mayor Andrea Horwath  
YES - Ward 4 Councillor Tammy Hwang  
NOT PRESENT - Ward 6 Councillor Tom Jackson  
YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
NOT PRESENT - Ward 3 Councillor Nrinder Nann  
NOT PRESENT - Ward 7 Councillor Esther Pauls  
NOT PRESENT - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

<b>DECLARATIONS OF INTEREST</b>
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There were no declarations of interest.

<b>MOTIONS</b>
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**3.1 Stormwater Funding Review (FCS22043(b)) (City Wide)**

**(Danko/M. Wilson)**

- (a) That the Stormwater Rate Structure as outlined in Appendix “A” to Report FCS22043(b) be approved effective September 1, 2025;
- (b) That staff develop the 2025-2034 Rate Supported Budget incorporating the Stormwater Rate Structure;
- (c) That property tax levy funding related to stormwater expenditures to be funded by the new stormwater rate structure, be transferred to the Climate Change Reserve and applied to climate change / environmental initiatives in conjunction with the introduction of the Stormwater Rate Structure;
- (d) That staffing requirements for the Stormwater Rate Structure once implemented be referred to the 2025 Rate Supported Budget;
- (e) That the City Solicitor be authorized and directed to prepare all necessary by-laws, for Council approval, in order to implement Recommendations (a) through (d) of Report FCS22043(b);
- (f) That staff develop and report back regarding the implementation of a Stormwater Incentives Program;
- (g) That staff develop and implement a communication strategy to advise property owners of the Stormwater Rate Structure to be implemented;
- (h) That the single source procurement of AECOM Canada Ltd as external consultants for the Stormwater Funding implementation, pursuant to Procurement Policy #11 – Non-competitive Procurements be approved;

- (i) That the General Manager, Finance and Corporate Services, be authorized to negotiate, enter into and execute a contract and any ancillary documents required to procure AECOM Canada Ltd as the consultant to support the implementation of the Stormwater Rate Structure in a form satisfactory to the City Solicitor;
- (j) That the implementation of the Stormwater Rate Structure with an upset limit of \$500,000, be funded from the Stormwater Reserve (108010);
- (k) That the subject matter respecting an assessment of steps and resources required to implement a dedicated user fee for stormwater, be identified as complete and removed from the General Issues Committee Outstanding Business List.

**Result: Motion CARRIED by a vote of 8 to 4, as follows:**

- NO - Ward 10 Councillor Jeff Beattie
- YES - Ward 12 Councillor Craig Cassar
- NO - Ward 9 Councillor Brad Clark
- YES - Ward 8 Councillor John-Paul Danko
- NO - Ward 5 Councillor Matt Francis
- YES - Mayor Andrea Horwath
- YES - Ward 4 Councillor Tammy Hwang
- NOT PRESENT - Ward 6 Councillor Tom Jackson
- YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch
- YES - Ward 15 Councillor Ted McMeekin
- NOT PRESENT - Ward 3 Councillor Nrinder Nann
- NOT PRESENT - Ward 7 Councillor Esther Pauls
- NOT PRESENT - Ward 14 Councillor Mike Spadafora
- NO - Ward 11 Councillor Mark Tadeson
- YES - Ward 13 Councillor Alex Wilson
- YES - Ward 1 Councillor Maureen Wilson

<b>CONFIRMING BY-LAW</b>
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**(Cassar/Hwang)**

That Bill No. 23-119, be passed and that the Corporate Seal be affixed thereto, and that the By-law, be numbered, be signed by the Mayor and the City Clerk to read as follows:

119 To Confirm the Proceedings of City Council

**Result: Motion CARRIED by a vote of 9 to 3, as follows:**

- NO - Ward 10 Councillor Jeff Beattie
- YES - Ward 12 Councillor Craig Cassar
- NO - Ward 9 Councillor Brad Clark
- YES - Ward 8 Councillor John-Paul Danko
- NO - Ward 5 Councillor Matt Francis
- YES - Mayor Andrea Horwath
- YES - Ward 4 Councillor Tammy Hwang

NOT PRESENT - Ward 6 Councillor Tom Jackson  
YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
NOT PRESENT - Ward 3 Councillor Nrinder Nann  
NOT PRESENT - Ward 7 Councillor Esther Pauls  
NOT PRESENT - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

**(A. Wilson/Francis)**

That, there being no further business, City Council be adjourned at 4:16 p.m.

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

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
YES - Ward 4 Councillor Tammy Hwang  
NOT PRESENT - Ward 6 Councillor Tom Jackson  
YES - Deputy Mayor - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
NOT PRESENT - Ward 3 Councillor Nrinder Nann  
NOT PRESENT - Ward 7 Councillor Esther Pauls  
NOT PRESENT - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

Respectfully submitted,

Deputy Mayor Cameron Kroetsch

Janet Pilon  
Acting City Clerk

**Pilon, Janet**

---

**Subject:** Call for additional resources to combat opioid, mental health and homelessness

**From:** Rebecca Johnson

**Sent:** June 15, 2023 4:31 PM

**To:** Dr. Carol Zimbalatti <[carol.zimbalatti@healthunit.ca](mailto:carol.zimbalatti@healthunit.ca)>

**Cc:** [Graydon.Smith@pc.ola.org](mailto:Graydon.Smith@pc.ola.org); Scott Aitchison, MP <[scott.aitchison@parl.gc.ca](mailto:scott.aitchison@parl.gc.ca)>; Federation of Northern Ontario Municipalities ([fonom.info@gmail.com](mailto:fonom.info@gmail.com)) <[fonom.info@gmail.com](mailto:fonom.info@gmail.com)>; AMO ([amo@amo.on.ca](mailto:amo@amo.on.ca)) <[amo@amo.on.ca](mailto:amo@amo.on.ca)>; Jamie McGarvey <[jmcgarvey@parrysound.ca](mailto:jmcgarvey@parrysound.ca)>; [nelly.bothelo@healthunit.ca](mailto:nelly.bothelo@healthunit.ca)

**Subject:** Call for additional resources to combat opioid, mental health and homelessness

Dear Dr. Zimbalatti,

Attached, please find a copy of Town of Parry Sound Council Resolution 2023 – 079, which calls upon additional resources from the provincial and federal governments to combat opioid addiction, mental health problems and homelessness.

Additionally, the resolution recommends that the North Bay Parry Sound District Health Unit create a regional coalition of public health, relevant community agencies and others as appropriate, in order to amplify regional concerns and investigate potential strategies and resources.

Town Council looks forward to your response.

Sincerely,

Rebecca Johnson

Clerk

[rjohnson@parrysound.ca](mailto:rjohnson@parrysound.ca)

Town of Parry Sound

52 Seguin St

Parry Sound, ON P2A 1B4

T. (705) 746-2101 x220

F. (705) 746-7461

[www.parrysound.ca](http://www.parrysound.ca)



THE CORPORATION OF THE TOWN OF PARRY SOUND  
RESOLUTION IN COUNCIL

NO. 2023 – 079

DIVISION LIST

YES NO

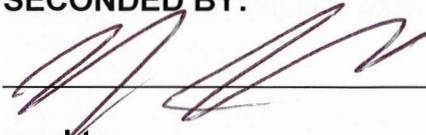
DATE: June 6, 2023

Councillor	<b>G. ASHFORD</b>	_____	_____
Councillor	<b>J. BELESKEY</b>	_____	_____
Councillor	<b>P. BORNEMAN</b>	_____	_____
Councillor	<b>B. KEITH</b>	_____	_____
Councillor	<b>D. McCANN</b>	_____	_____
Councillor	<b>C. McDONALD</b>	_____	_____
Mayor	<b>J. McGARVEY</b>	_____	_____

MOVED BY:

 \_\_\_\_\_

SECONDED BY:

 \_\_\_\_\_

CARRIED:  DEFEATED: \_\_\_\_\_ Postponed to: \_\_\_\_\_

WHEREAS Council of the Town of Parry Sound recognizes that challenges of mental health, addictions, specifically opioids, and homelessness are complex issues that have a significant and detrimental impact on the residents of Parry Sound;

WHEREAS addressing and responding to these issues has placed extreme stress on all levels of municipal and non-municipal programs and services, including various not-for-profit organizations and provincially funded health services within Parry Sound and surrounding communities;

WHEREAS mental health, opioids and homelessness trends are, in recent years, at an all-time high and such prevalence is impacting the overall wellbeing of the people of Parry Sound and the surrounding communities;


WHEREAS Council of the Town of Parry Sound acknowledges that approaches to addressing and responding must include diverse and inclusive approaches to these issues, and should not be viewed as a single solution response;

WHEREAS Council of the Town of Parry Sound accepts that the responsibility to address these challenges rests with community stakeholders, partners, residents, as well as federal and provincial government and agencies;

THEREFORE BE IT RESOLVED THAT Council of the Town of Parry Sound calls upon the provincial and federal governments for additional resources to combat the opioid crisis, mental health and homelessness; and

THAT Council of the Town of Parry Sound recommends to the North Bay Parry Sound District Health Unit that a regional coalition of public health, relevant community agencies and others as appropriate be established in order to amplify regional concerns and investigate potential strategies and resources, and

THAT this resolution be forwarded to the North Bay Parry Sound District Health Unit, all municipalities in Ontario, First Nations communities within Parry Sound District, MP Scott Aitchison, MPP Graydon Smith, Federation of Northern Ontario Municipalities (FONOM), and the Association of Municipalities of Ontario (AMO).



---

**Mayor Jamie McGarvey**





234-2023-2100

June 15, 2023

## 5.2

Your Worship  
Mayor Andrea Horwath  
City of Hamilton  
[Tamara.Bates@hamilton.ca](mailto:Tamara.Bates@hamilton.ca)

Dear Mayor Horwath:

Thank you for your letter dated April 25 regarding the need for safe and respectful workplaces within municipal governments. I appreciate the time you have taken to write.

Councillors and heads of council must carry out their duties as elected officials in an ethical and responsible manner and must comply with the local code of conduct rules. Under Ontario's municipal accountability framework, every municipality must have a code of conduct and provide access to an Integrity Commissioner who functions to provide education, advice, and investigate complaints. If the Commissioner reports that, in their opinion, a member of the council has contravened the code of conduct, the municipal council may impose a penalty in the form of a reprimand or a suspension of pay for a period of up to 90 days.

It is up to the municipal council to decide how to proceed after an Integrity Commissioner's report. Some municipal councils have considered measures that may be outside a code of conduct process, such as requesting an apology and/or removing the member from committees. These issues are best handled at the local level, and ultimately elected members of council must face the consequences of their actions and decisions at the ballot box.

The Ministry of Municipal Affairs and Housing offers council orientation training sessions, which includes information on code of conduct and integrity commissioner legislative requirements under the Municipal Act. The last session was held on April 26, 2023. Training is available upon request to your local Municipal Services Office.

Additional information on Code of Conduct requirements and many other topics in the Ontario Municipal Councillor's Guide found here: [The Ontario municipal councillor's guide | ontario.ca](#)

Our government continues to monitor local implementation of the code of conduct framework to help ensure that municipal workplaces are safe and respectful.

Once again, thank you for taking the time to write. Please accept my best wishes.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Clark". The signature is fluid and cursive, with a prominent initial "S" and "C".

Steve Clark  
Minister



**CORPORATION OF THE TOWN OF ESSEX**

33 Talbot Street South, Essex, Ontario, N8M 1A8

p: 519.776.7336 f: 519.776.8811 | [essex.ca](http://essex.ca)

**Honourable Doug Ford**  
Premier of Ontario  
Legislative Building, Queen's Park  
Toronto ON, M7A 1A1  
[premier@ontario.ca](mailto:premier@ontario.ca)

June 19, 2023

**5.3**

**BY EMAIL**

RE: Local Emergency Response System and Gaps in Healthcare regarding Code Red and Code Black Frequency

---

Dear Honourable Doug Ford,

Further to Town of Essex resolution number **R23-05-203** passed on May 15, 2023, we enclose a letter from Town of Essex Mayor Sherry Bondy for your review and consideration.

Yours truly,

A handwritten signature in black ink, appearing to read "jmall", written in a cursive style.

**Joseph Malandrucolo**  
Director, Legal and Legislative Services/Clerk  
[jmalandrucolo@essex.ca](mailto:jmalandrucolo@essex.ca)

**encl.**

**c.c.** Mary Birch, County of Essex  
[mbirch@countyofessex.ca](mailto:mbirch@countyofessex.ca)

Anthony Leardi, MPP  
[anthony.leardi@pc.ola.org](mailto:anthony.leardi@pc.ola.org)

Lisa Gretzky, MPP  
[lgretzky-co@ndp.on.ca](mailto:lgretzky-co@ndp.on.ca)



**CORPORATION OF THE TOWN OF ESSEX**

33 Talbot Street South, Essex, Ontario, N8M 1A8

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Andrew Dowie, MPP  
[andrew.dowie@pc.ola.org](mailto:andrew.dowie@pc.ola.org)

Marit Stiles, MPP  
[Mstiles-op@ndp.on.ca](mailto:Mstiles-op@ndp.on.ca)

Chris Lewis, MP  
[chris.lewis@parl.gc.ca](mailto:chris.lewis@parl.gc.ca)

All other municipalities in Ontario



## CORPORATION OF THE TOWN OF ESSEX

33 Talbot Street South, Essex, Ontario, N8M 1A8

p: 519.776.7336 f: 519.776.8811 | [essex.ca](http://essex.ca)

Dear Honourable Doug Ford,

The Town of Essex Council hereby appeals to the province of Ontario to acknowledge the challenges faced by our local emergency response system and take decisive action to resolve the gaps in our healthcare. While we recognize that our situation is not unique, we believe that it is essential to draw attention to our persistent Code Red and Code Black conditions, which are primarily caused by an insufficient number of hospital beds, medical personnel, and resources.

Windsor and Essex County residents ought to have confidence that when they dial 911 it will elicit a prompt ambulance response for emergency situations. Local healthcare providers are engaging various initiatives such as a paramedic offload program, offload to the waiting room for assessment and triage of less severe medical matters, diversion to another hospital for low acuity cases, and the Essex-Windsor EMS paramedic patient navigator to monitor and manage dispatch. Nevertheless, these initiatives alone have been unable to curb the escalation of Code Red and Code Black frequency, signifying few or no ambulances available for emergencies.

In the year 2021, Windsor-Essex experienced a cumulative of 3253 minutes in Code Red and 791 minutes in Code Black. In 2022, the period subjected to Code Red increased significantly to 8086 minutes, whereas Code Black saw 2257 minutes. In March 2023, just three months into the year, the community has clocked 864 Code Red minutes already plus another 2257 Code Black minutes.

We implore the authorities to apply an immediate and comprehensive review of our hospital offload delays and staffing crisis in our front line. Ambulance offload processes and hospital volumes are merely two contributing factors, if nothing tangible is done, local families risk experiencing catastrophic consequences. Our former Warden, McNamara, declared an emergency on ambulance unavailability in October 2022 linked to hospital admission delays; to date, this emergency situation still holds with no decrease in Code Reds and Code Blacks.

We require a holistic solution to address our hospital deficiencies and healthcare shortcomings on an underlying basis. In addition, the Town of Essex Council request that the province of Ontario conduct a review of projected population growth and aging in Windsor – Essex and increase health care capacity to match our present and future needs.



**CORPORATION OF THE TOWN OF ESSEX**

33 Talbot Street South, Essex, Ontario, N8M 1A8

p: 519.776.7336 f: 519.776.8811 | [essex.ca](http://essex.ca)

Therefore, the Town of Essex Council requests that the province of Ontario recognize the dangerous strain facing our local emergency response infrastructure and urgently work to address these gaps in our healthcare system.

Sincerely,

A handwritten signature in black ink that reads "Sherry Bondy". The signature is written in a cursive, slightly slanted style.

**Sherry Bondy**

Mayor

Town of Essex

**Pilon, Janet**

---

**Subject:** Issue for City Council

**From:** Stan Barber

**Sent:** June 23, 2023 11:37 AM

**To:** [clerk@hamilton.ca](mailto:clerk@hamilton.ca)

**Subject:** Issue for City Council

To whom it may concern,

I am a lifelong resident of Hamilton, Ontario and currently live in Stoney Creek. I am writing to request a motion to ban leaf blowers in the city.

It is well documented that leaf blowers create an extraordinarily high level of air pollution, and it takes very little time to realize the level of noise pollution is unacceptable. Other municipalities, such as parts of Montreal, have instituted an outright ban on leaf blowers, and I firmly believe that Hamilton should follow suit. In addition to Montreal, the entire state of California has banned leaf blowers for their environmental effect, and I think if we're lagging behind any of the States on environmental issues, we have a real problem.

Here are a few sources as to their detrimental environmental effects:

<https://globalnews.ca/news/8328175/leaf-blower-lawn-care-pollution/>

<https://ww2.arb.ca.gov/resources/documents/health-and-environmental-impacts-leaf-blowers>

<https://sustainability.wustl.edu/rethinking-lawn-equipment-2/>

One of these states that a leaf blower produced more than 300 times the emissions of a pickup truck. This should be reason enough for a ban.

I again reiterate my request to motion a ban on these devices. They are a hazard, an annoyance, and have no benefit. A leaf blown away by a leaf blower will be replaced by another when a wind picks up. They are nothing more than a dangerous nuisance.

Thank you in advance,

Stan Barber,  
Hamilton, Ontario

P.O. Box 490  
7 Creswell Drive  
Trenton, Ontario K8V 5R6  
www.quintewest.ca



A Natural Attraction

Tel: 613-392-2841  
Toll Free: 1-866-485-2841  
josh.machesney@quintewest.ca

Josh Machesney, City Clerk

---

June 19, 2023

The Honourable Doug Ford  
Premier of Ontario  
Premier's Office, Room 281  
Legislative Building  
Queen's Park, Toronto, ON M7A 1A1

**RE: Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement**

Dear Premier Ford:

This letter will serve to advise that at a meeting of City of Quinte West Council held on June 14, 2023 Council passed the following resolution:

**Motion No 23-266 – Notice of Motion – Councillor Sharpe - Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement**

Moved by Councillor Stedall  
Seconded by Councillor Card

Whereas, all Ontarians deserve and expect a safe and respectful workplace;

And whereas, municipal governments, as the democratic institutions most directly engaged with Ontarians need respectful discourse;

And whereas, several incidents in recent years of disrespectful behaviour and workplace harassment have occurred amongst members of municipal councils;

And whereas, these incidents seriously and negatively affect the people involved and lower public perceptions of local governments;

And whereas, municipal Codes of Conduct are helpful tools to set expectations of council member behaviour;

And whereas, municipal governments do not have the necessary tools to adequately enforce compliance with municipal Codes of Conduct;



And whereas the Councillors Freeman, Reid, Sharpe and Stedall support the "Women of Ontario Say No" and their effort to get this legislation passed;

Now, therefore be it resolved that the City of Quinte West supports the call of the Association of Municipalities of Ontario for the Government of Ontario to introduce legislation to strengthen municipal Codes of Conduct and compliance with them in consultation with municipal governments;

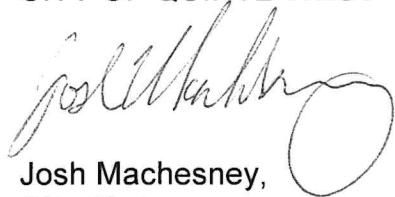
Also be it resolved that the legislation encompass the Association of Municipalities of Ontario's recommendations for:

- Updating municipal Codes of Conduct to account for workplace safety and harassment
- Creating a flexible administrative penalty regime, adapted to the local economic and financial circumstances of municipalities across Ontario
- Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the province
- Allowing municipalities to apply to a member of the judiciary to remove a sitting member if recommended through the report of a municipal Integrity Commissioner
- Prohibit a member so removed from sitting for election in the term of removal and the subsequent term of office. **Carried**

We trust that you will give favourable consideration to this request.

Yours truly,

CITY OF QUINTE WEST



Josh Machesney,  
City Clerk

cc:

Hon. Steve Clark, Minister of Municipal Affairs and Housing  
Hon. Charmaine Williams, Associate Minister of Women's Social and Economic Opportunity  
Hon. Todd Smith, MPP, Bay of Quinte  
Colin Best, President, Association of Municipalities of Ontario (AMO)  
All Municipalities in Ontario



**CHO - PCO**  
Community Heritage Ontario  
Patrimoine communautaire de l'Ontario

24 chemin Conlins Road  
Scarborough, Ontario M1C 1C3

Tel./Tél. : (416) 282-2710 Fax/Télé. : (416) 282-9482  
Internet : www.communityheritageontario.ca

**5.6**

June 24, 2023

Michael Ford  
Minister of Citizenship and Multiculturalism

Dear Mr. Minister

Re: Ontario Heritage Act and Bill 23

On July 16, 2023, attendees at the Ontario Heritage Conference, which included representatives from across the province, voted overwhelmingly in favour of the following resolution:

**"Whereas** the Listing of properties by a municipal councils in their Registers of Heritage Properties as provided under section 27 of the *Ontario Heritage Act* has no discernable impact on the production of affordable housing in Ontario; and

**Whereas** the recent amendments to the *Ontario Heritage Act* limiting Listing of a property by a municipal council to two years with a further prohibition on re-Listing that property for five years, places an unreasonable burden on municipal councils and their municipal heritage committees to deal with the numerous existing listings;

**Now therefore be it resolved** that the provincial government amend the *Ontario Heritage Act* deleting Section 27 subsections (15), (16) and (17) which deal with limiting of listing a property in a municipal heritage register to two years; and deleting Section 27 subsection (18) of the *Act* which deals with the prohibition on re-Listing a property for five years;

**And this resolution be sent** to the Minister of Citizenship and Multiculturalism with copies to other political parties in the Ontario legislature and to Ontario municipalities"

Community Heritage Ontario, the association of Ontario municipal heritage committees, respectfully requests that you give consideration to this resolution. Should you feel it necessary, we would be pleased to meet with you and/or your staff to discuss this important matter further.

Respectfully submitted

Wayne Morgan  
President, Community Heritage Ontario  
(waynemorgan@communityheritageontario)

**Pilon, Janet**

---

**Subject:** Lost of Development Charges: Time To Roll Up Your Sleeves

From: Kim Zivanovich

Date: Fri, Jun 23, 2023 at 3:39 PM

Subject: Lost of Development Charges: Time To Roll Up Your Sleeves

To: Cassar, Craig <[craig.cassar@hamilton.ca](mailto:craig.cassar@hamilton.ca)>, Office of the Mayor <[mayor@hamilton.ca](mailto:mayor@hamilton.ca)>, Mark Tadeson <[mark.tadeson@hamilton.ca](mailto:mark.tadeson@hamilton.ca)>, Matt Francis <[matt.francis@hamilton.ca](mailto:matt.francis@hamilton.ca)>, Mike Spadafora <[mike.spadafora@hamilton.ca](mailto:mike.spadafora@hamilton.ca)>, Ted McMeekin <[ted.mcmeekin@hamilton.ca](mailto:ted.mcmeekin@hamilton.ca)>, Jeff Beattie <[jeff.beattie@hamilton.ca](mailto:jeff.beattie@hamilton.ca)>, Esther Pauls <[esther.pauls@hamilton.ca](mailto:esther.pauls@hamilton.ca)>, Alex Wilson <[ward13@hamilton.ca](mailto:ward13@hamilton.ca)>, <[ward2@hamilton.ca](mailto:ward2@hamilton.ca)>, Nrinder Nann <[ward3@hamilton.ca](mailto:ward3@hamilton.ca)>, Tammy Hwang <[ward4@hamilton.ca](mailto:ward4@hamilton.ca)>, John-Paul Danko <[ward8@hamilton.ca](mailto:ward8@hamilton.ca)>, Clark, Brad <[Brad.Clark@hamilton.ca](mailto:Brad.Clark@hamilton.ca)>, Jackson, Tom <[Tom.Jackson@hamilton.ca](mailto:Tom.Jackson@hamilton.ca)>, <[maureen.wilson@hamilton.ca](mailto:maureen.wilson@hamilton.ca)>

Dear Mayor & Councillors:

Who said life is fair? Unfortunately we live in difficult times and strong leadership has never been more important. Hamiltonians are looking to each one of you to demonstrate your leadership.

It was very disappointing to hear some of you say that there is no alternative but to place this burden on the taxpayer. As some Councillors have pointed out, every tax increase directly causes more poverty and displacement and impacts the poor to a much greater degree. Raising taxes does not solve the problem but rather contributes and amplifies it.

I see no alternative other than rolling up your sleeves and making tough decisions to find 54 million (5% of operating budget) in cost savings and service reductions. As someone who ran service departments at AMD and successfully downsized every one of them, I humbly and respectfully offer you some suggestions/questions.

1. Immediate hiring freeze on replacing FTE's retiring.
2. No more new services without elimination of existing services (balanced approach i.e. for every new service dollar spent one dollar is removed from other services)
3. Have Managers been asked to reduce their department costs? If not, why not? Do you have a project manager to manage the cost reductions required? If not, why not?
4. What about a review of pension plans and COLA?

In closing, I respectfully ask each one of you, why did you run for office? Were you not aware of the economic tsunami facing Hamilton and society? It was troubling to see most of you voted in favour of increasing your staffing budget. I commend Councillor Danko for suggesting it was unfair and a slap in the face to taxpayers. After all when you ran for office you knew what the rules were. A change in attitude and the belief that you have an unending money tree is in order. Hopefully you will live up to the difficult tasks that lie ahead and make Hamiltonians proud.

Sincerely,

Kim Zivanovich Ward 12

**Ministry of Transportation**  
Transportation Policy Branch  
438 University Avenue  
12<sup>th</sup> Floor  
Toronto ON M5G 2K8  
Tel. 647-973-9083

**Ministère des Transports**  
Direction des politiques du transport  
438 Avenue University  
12<sup>e</sup> étage  
Toronto ON M5G 2K8  
Tél. 647-973-9083

June 23, 2023

Carrie McIntosh  
City of Hamilton  
[carrie.mcintosh@hamilton.ca](mailto:carrie.mcintosh@hamilton.ca)

**Re: Safety Framework for Urban and Regional Rail Transit**

Dear Carrie:

Further to the email from the Ministry of Transportation (MTO) on August 31, 2022, I am writing to update you on the status of our work to develop a provincial safety framework for urban and regional rail in Ontario.

MTO has now procured the consulting services of Ernst and Young (“EY”) to provide recommendations to the province on key elements that would be required in a provincial safety framework. A major component of this work will be consulting with stakeholders. It is anticipated that EY will begin work shortly and that the first of two rounds of consultations with stakeholders, including the City of Hamilton, will occur in July. You will receive an email from EY with more details prior to the planned consultation dates to invite you to participate.

The government is committed to safety across Ontario's transportation network and taking this important next step to improve oversight. As a valued partner, we look forward to continuing to work together to ensure the continued safety of rail operations in Ontario.

If you have any questions in the interim, please let me know.

Sincerely,

Katie De Palma  
Director, Transportation Policy Branch  
Ministry of Transportation

Attachment: Previous Letter

**Ministry of Transportation**  
Transportation Policy Branch  
438 University Avenue  
12<sup>th</sup> Floor  
Toronto ON M5G 2K8  
416-524-3964

**Ministère des Transports**  
Direction des politiques du transport  
438 Avenue University  
12<sup>e</sup> étage  
Toronto ON M5G 2K8  
416-524-3964



August 31, 2022

Carrie McIntosh  
City of Hamilton  
[carrie.mcintosh@hamilton.ca](mailto:carrie.mcintosh@hamilton.ca)

**Re: Safety Framework for Urban and Regional Rail Transit**

Dear Carrie:

As you are aware, Ontario's rail network is expanding into new technologies, service types, and delivery models, particularly as related to passenger rail and rail transit. As rail services expand, Ontario must continue to ensure the safety of these operations for all.

The Ministry of Transportation (MTO) is reviewing the safety oversight framework for provincial railways. This work encompasses provincial shortlines, the Ontario Northland Transportation Commission (ONTC), and urban and regional transit systems with rail service (i.e., the Toronto Transit Commission (TTC), GO Transit and Union-Pearson Express (Metrolinx), OC Transpo, and ION/Grand River Transit).

MTO has identified a need to update the oversight framework for urban and regional rail transit in Ontario that would better support the province's growing rail network and the diversity of operators. This new framework may include updated legislation and the creation of a regulator to oversee and support safety practices across the sector.

In connection with this, MTO has issued a Request for Services seeking a consulting team that can provide strategic advice about creating a framework that would better support operators to ensure the safe design, construction, operation, and maintenance of urban and regional rail transit in Ontario. It is anticipated that the selected vendor will begin work in late September and that the first round of consultations with stakeholders, including the City of Hamilton, will occur in November 2022.

The government is committed to safety across Ontario's transportation network and taking this important next step to improve oversight. As a valued partner, we look forward to continuing to work together to ensure the continued safety of rail operations in Ontario.

We will connect further with you about the project over the next few months. If you have any questions in the interim, please let me know.

Sincerely,

Tasneem Essaji  
Director, Transportation Policy Branch  
Ministry of Transportation

**Pilon, Janet**

---

**Subject:** Invitation for Stakeholder Consultation: Safety Framework for Urban and Regional Rail

**From:** Josh Arbess <[Josh.Arbess@ca.ey.com](mailto:Josh.Arbess@ca.ey.com)>

**Sent:** Tuesday, July 4, 2023 11:16 AM

**To:** McIntosh, Carrie <[Carrie.McIntosh@hamilton.ca](mailto:Carrie.McIntosh@hamilton.ca)>

**Cc:** [railsafety@ontario.ca](mailto:railsafety@ontario.ca); Arjun Basu <[Arjun.Basu@ca.ey.com](mailto:Arjun.Basu@ca.ey.com)>

**Subject:** Invitation for Stakeholder Consultation: Safety Framework for Urban and Regional Rail

Dear Carrie,

Ernst & Young LLP (“EY”) has been engaged by the Ministry of Transportation (“MTO”) as a third-party consultant providing strategic advice on creating a rail safety framework that considers the safe design, construction, operation and maintenance of urban and regional rail in Ontario (the “Project”). The scope of EY’s mandate includes review and analysis of subways, regional/commuter rail, light rail transit and streetcars currently operating within the province or are in planning or construction phases.

EY is organizing consultation sessions with key stakeholders to gain further insight into how rail safety is currently managed throughout the infrastructure lifecycle. The consultation sessions will seek to identify strengths and areas for improvement in the current model, seek input on potential regulatory options to oversee urban and regional rail safety matters, and determine the potential impacts that proposed improvements may have on stakeholders’ activities and responsibilities.

Consultation sessions will be held with rail transit operators and developers in Ontario, municipalities with existing or future urban rail service, federal rail transport oversight agencies, railway industry organizations, and jurisdictions similar to Ontario with urban and regional rail.

Following up on the initial outreach email sent by MTO on June 26<sup>th</sup>, MTO and EY would like to engage the City of Hamilton as part of this analysis. EY will send a consultation package that provides context for the Project as well as a list of questions to guide our discussion at least five business days before the scheduled session.

Please suggest a few date and time options between July 17<sup>th</sup> and August 4<sup>th</sup> for a one-hour engagement session with you and your team and we will do our best to accommodate. Engagement sessions will be held using Microsoft Teams. Accessibility accommodations and technical assistance will be made available upon request.

In the interim, feel free to reach out to our team by replying to this email and copying [railsafety@ontario.ca](mailto:railsafety@ontario.ca) if you have any questions related to your participation in this project. We would appreciate a response by Wednesday, July 12<sup>th</sup> indicating convenient dates and times to meet and who to include on the invite. We will send out a meeting invitation shortly after we receive your response.

Thank you,

Josh Arbess  
*on behalf of EY and MTO*



**Josh Arbess** | Analyst, Infrastructure Advisory

Ernst & Young Orenda Corporate Finance Inc. / Ernst & Young LLP  
100 Adelaide Street West Toronto, Ontario M5H 0B3  
Cell: (416)-455-2035 | [Josh.Arbess@ca.ey.com](mailto:Josh.Arbess@ca.ey.com)  
[https://www.ey.com/en\\_ca/infrastructure](https://www.ey.com/en_ca/infrastructure)

Have an upcoming meeting with me? [I stutter](#). Thank you for your understanding and for supporting equity, diversity & inclusion in the workplace.



**5.9**

June 26, 2023

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1  
Via Email: [premier@ontario.ca](mailto:premier@ontario.ca)

**RE: Vacant Building Official Positions**

Plensed be advised that the Council of the Municipality of North Perth passed the following resolution at their regular meeting held June 5, 2023 regarding vacant building official positions:

**Moved by** Councillor Rothwell **Seconded by** Councillor Duncan

**WHEREAS** building officials in Ontario examine building plans and inspect building construction to ensure compliance with the Ontario Building Code to ensure public safety;

**AND WHEREAS** in October 2022, Premier Doug Ford and the Ontario government announced their intent to build 1.5 million homes in the next ten years in an effort to generate enough supply to meet a high demand for now and in the future;

**AND WHEREAS** according to the Ontario Building Officials Association over 50 per cent of existing building officials are eligible to retire;

**AND WHEREAS** according to the Ontario Building Officials Association building officials are in high demand;

**AND WHEREAS** many municipalities across Ontario have job postings for building officials that remain unfilled;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Municipality of North Perth urges the Provincial Government to provide support to municipalities to fill vacant building official positions;



**AND FURTHER THAT** this resolution be circulated to Premier Doug Ford, Steve Clark, Minister of Municipal Affairs and Housing, Provincial opposition parties, Matthew Rea MPP, all municipalities in Ontario and AMO.

**CARRIED**

If you have any questions regarding the above resolution, please do not hesitate to contact me at [lcline@northperth.ca](mailto:lcline@northperth.ca).

Sincerely,

A handwritten signature in black ink that reads "Lindsay Cline". The signature is written in a cursive, flowing style.

Lindsay Cline,  
Clerk/Legislative Services Supervisor  
Municipality of North Perth

cc.

Hon. Steve Clark, Minister of Municipal Affairs and Housing  
Provincial Opposition Parties  
Perth-Wellington MPP Matthew Rea  
Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities

**Pilon, Janet**

---

**Subject:** Report No. FA-28-23 RE: Agreements of Services with Municipalities as required under the Conservation Authorities Act Phase 1 Regulation

**From:** Grant Bivol <[gbivol@npca.ca](mailto:gbivol@npca.ca)>

**Sent:** June 27, 2023 3:43 PM

**To:** Holland, Andrea <[Andrea.Holland@hamilton.ca](mailto:Andrea.Holland@hamilton.ca)>; Norio, Ann-Marie <[Ann-Marie.Norio@niagararegion.ca](mailto:Ann-Marie.Norio@niagararegion.ca)>; Evelyn Eichenbaum <[eeichenbaum@haldimandcounty.on.ca](mailto:eeichenbaum@haldimandcounty.on.ca)>; William Kolasa <[WKolasa@wainfleet.ca](mailto:WKolasa@wainfleet.ca)>; ca.office (MECP) <[ca.office@ontario.ca](mailto:ca.office@ontario.ca)>; MIN Feedback (MNRF) <[minister.mnrf@ontario.ca](mailto:minister.mnrf@ontario.ca)>; [clerks@stcatharines.ca](mailto:clerks@stcatharines.ca); [clerks@lincoln.ca](mailto:clerks@lincoln.ca); [clerk@westlincoln.ca](mailto:clerk@westlincoln.ca); Clerk, Thorold ([clerk@thorold.com](mailto:clerk@thorold.com)) <[clerk@thorold.com](mailto:clerk@thorold.com)>; Bill Matson <[billmatson@niagarafalls.ca](mailto:billmatson@niagarafalls.ca)>; [clerks@pelham.ca](mailto:clerks@pelham.ca); [clerks@grimsby.ca](mailto:clerks@grimsby.ca); NOTL <[clerks@notl.com](mailto:clerks@notl.com)>; Amber LaPointe <[cityclerk@portcolborne.ca](mailto:cityclerk@portcolborne.ca)>; Schofield, Carol <[cschofield@forterie.ca](mailto:cschofield@forterie.ca)>; Tara Stephens <[clerk@welland.ca](mailto:clerk@welland.ca)>

**Cc:** Lise Gagnon <[lgagnon@npca.ca](mailto:lgagnon@npca.ca)>

**Subject:** Report No. FA-28-23 RE: Agreements of Services with Municipalities as required under the Conservation Authorities Act Phase 1 Regulation

Good afternoon,

Please be advised that at its meeting of June 16, 2023, the Board of Directors of the Niagara Peninsula Conservation Authority adopted the following as Resolution No. 67-2023:

1. **THAT** Report No. FA-28-23 RE: Agreements of Services with Municipalities as required under the Conservation Authorities Act Phase 1 Regulation **BE RECEIVED**.
2. **THAT** staff **BE DIRECTED** to circulate the draft Agreement of Services, as appended, for discussion with NPCA's partner municipalities as part of the 2024 Budget process, related to Category 2 and 3 Programs and Services.
3. **THAT** this report **BE CIRCULATED** to NPCA's partner (funding) municipalities, lower-tier municipalities, Ministry of Natural Resources and Forestry (MNRF) and Ministry of Environment Conservation and Parks (MECP).
5. **THAT** the final Agreements of Services **BE PRESENTED** to the NPCA Board of Directors for final approval.
6. **AND FURTHER THAT** the final executed Agreements of Services **BE POSTED** online as required by the Conservation Authorities Act.

Accordingly, please find the subject report attached. If you have any questions or concerns in respect of this matter, please feel free to contact Lise Gagnon, NPCA Director of Corporate Services at [lgagnon@npca.ca](mailto:lgagnon@npca.ca).

Sincerely,

*Grant Bivol*

**Grant Bivol**

**NPCA Clerk / Board Secretariat**

Niagara Peninsula Conservation Authority (NPCA)  
250 Thorold Road West, 3<sup>rd</sup> Floor, Welland, ON L3C 3W2  
Tel: (905) 788-3135 ext. 250

[gbivol@npca.ca](mailto:gbivol@npca.ca)

[www.npca.ca](http://www.npca.ca)

**Report To: Board of Directors**

**Subject: Agreement of Services with Municipalities as required under the Conservation Authorities Act Phase 1 Regulation**

**Report No: FA-28-23**

**Date: June 16, 2023**

---

**Recommendation:**

1. **THAT** Report No. FA-28-23 RE: Agreements of Services with Municipalities as required under the Conservation Authorities Act Phase 1 Regulation **BE RECEIVED**.
2. **THAT** staff **BE DIRECTED** to circulate the draft Agreement of Services, as appended, for discussion with NPCA's partner municipalities as part of the 2024 Budget process, related to Category 2 and 3 Programs and Services.
3. **THAT** this report **BE CIRCULATED** to NPCA's partner (funding) municipalities, lower-tier municipalities, Ministry of Natural Resources and Forestry (MNRF) and Ministry of Environment Conservation and Parks (MECP).
5. **THAT** the final Agreements of Services **BE PRESENTED** to the NPCA Board of Directors for final approval.
6. **AND FURTHER THAT** the final executed Agreements of Services **BE POSTED** online as required by the Conservation Authorities Act.

**Purpose:**

The purpose of this report is to update the Board of Directors on ongoing municipal consultations and seek direction on Memorandums of Understandings and Service Level Agreements (i.e. Agreements of Services) with Partner Municipalities as required under the *Conservation Authorities Act* Phase 1 Regulation to be delivered by January 1, 2024, as per the Act Transition requirements.

## Background:

The Phase 1 Regulations requires Conservation Authorities (CAs) to prepare an Inventory of Programs and Services and circulate the Inventory to all participating (funding) municipalities, as well as other lower-tier municipalities with whom the CA intends to enter into an Agreement of Services. The Inventory was required to be submitted to the Ministry of Environment, Conservation and Parks (MECP) and municipalities by February 28, 2022 and changes to the Inventory are allowed after that date in response to municipal feedback.

On February 18, 2022 the Board approved NPCA's Inventory of Programs and Services (FA -03-22) recommending:

“**THAT** Report No. FA-03-22 RE: Conservation Authorities Act – Update on Inventory of Programs/Services **BE RECEIVED** for information.

**THAT** the Inventory of Programs and Services **BE SUBMITTED** to the Ministry of Environment Conservation and Parks (MECP) as required under Ontario Regulation 687/21 and **CIRCULATED** to participating municipalities;

**THAT** the Inventory of Programs and Services **BE SHARED** with NPCA jurisdiction municipalities, as appropriate, throughout 2022-2023 to inform discussions related to NPCA services;

**AND FURTHER THAT** the Final Programs and Services Inventory **BE SUBMITTED** to MECP at the end of the Conservation Authorities Act Transition period along with a copy of Municipal Agreements.”

Ontario Regulation 687/21: Transition Plans and Agreements for Programs and Services (as amended) requires CAs to execute Agreements for Services with participating (funding) municipalities by January 1, 2024. Agreements are only required for Programs and Services under Category 2 and 3 below:

Category 2: Municipal programs and services provided at the municipality's request. These programs can be funded through government and other agency grants and/or municipal funding under a MOU or agreement with the municipality.

Category 3: Other programs and services that an Authority (Board) determines are advisable. These programs can be funded through self-generated revenue, user fees, government and other agency grants, donations, etc. Any use of municipal funding will require an agreement and would be subject to cost apportioning.

## Discussion

Discussions are ongoing with NPCA's municipal partners since February 2022. The Inventory of Programs and Services has also been updated based on input from Niagara Region. The Inventory has provided the basis for discussions with participating (funding) municipalities for the provision of municipally requested programs and services.

The attached Draft 1 “NPCA Agreement for Services” template has been coordinated with neighboring CA's and Conservation Ontario and will be updated, as required, by municipal review during the Budget process.

The deadline for execution of agreements with participating (funding) municipalities for Category 2 and Category 3 programs and services, remains January 1, 2024. Should an extension be required, the written request for extension must be submitted to the Minister on or before October 1, 2023.

NPCA staff continue to carry out discussions and Agreement of Services development with participating (funding) municipalities in accordance with the timelines set out in NPCA's Transition Plan and as part of the 2024 Budget process.

Lower-tier municipalities in Niagara Region, which are not levied for CA services, can enter into Agreements of Services on a fee-for-service basis when a local municipality wishes to procure NPCA to deliver services that are not procured through the Regional municipality. It is important to note that the NPCA can no longer provide natural heritage review services under prescribed legislation such as the *Planning Act*.

Over the past few years, NPCA has initiated meetings with lower-tier municipalities to understand the needs of each municipality, as well as helping partner municipalities understand the information and expertise available through NPCA services. Agreements with lower-tier municipalities will be negotiated and executed on a longer time frame as the need for these services emerge.

All Agreements for Services will be brought back to the Board of Directors for final approval and will be posted on the NPCA website for full transparency.

#### **Financial Implications:**

There is no immediate financial impact due to carrying out the recommendations above. However, it should be noted that significant amount of staff time is being invested in completing *Conservation Authorities Act* transition requirements.

#### **Related Reports and Appendices:**

Appendix 1 – Draft NPCA Agreement of Services

#### **Links To Policy/Strategic Plan:**

NPCA is required to execute Agreements of Services for Category 2 and 3 services with Partner Municipalities under the updated *Conservation Authorities Act*.

Strategic Plan Strategy: Financial Sustainability and Partner of Choice

Goal 4. 1 Strengthen Government relations towards collective outcomes and impact.

Goal 6.1 Ensure responsible, sustainable, and sound fiscal practices.

#### **Submitted by:**

*Original Signed by:*

Chandra Sharma, MCIP, RPP  
Chief Administrative Officer/Secretary-Treasurer



## AGREEMENT FOR SERVICES

THIS AGREEMENT dated this \_\_\_\_ day of \_\_\_\_\_, 2023.

**BETWEEN:**

**NIAGARA PENINSULA CONSERVATION AUTHORITY**  
(hereinafter called the "NPCA")

OF THE FIRST PART

– and –

\_\_\_\_\_  
(Hereinafter called the "Municipality")

OF THE SECOND PART

**WHEREAS** the NPCA is a Conservation Authority established under the Conservation Authorities Act ("Act") and is governed by its members appointed by participating municipalities in accordance with the Act;

**AND WHEREAS** the Participating Municipality is located wholly or in part within the area under the jurisdiction of NPCA;

**AND WHEREAS** the Municipality is a lower tier Municipality in the Region of Niagara located wholly or in part within the area under the jurisdiction of NPCA;

**AND WHEREAS**, pursuant to the Act, Conservation Authorities are permitted to provide non-mandatory programs and services under a memorandum of understanding or such other agreement as may be entered into with a Participating Municipality;

**AND WHEREAS** the Participating Municipality is requesting the NPCA to deliver non-mandatory programs and services within NPCA's area of expertise and jurisdiction, that fall within the Services Areas attached hereto as Schedule "A";

**AND WHEREAS** the NPCA proposes and is prepared to provide certain non-mandatory services to the Municipality, attached hereto as Schedule "A";

**AND WHEREAS** the Council of the Participating Municipality has authorized the Participating Municipality to enter into this Agreement for Services with the NPCA for the delivery of programs and;

**AND WHEREAS** under the *Act*, certain programs and services may be provided at the request of participating municipalities, outside of the budget and apportionment process, through individual procurement agreements, which agreement are not affected or precluded by means of this Agreement for Services;

**NOW THEREFORE**, in consideration of the mutual covenants and agreements contained in this Agreement for Services, including the exchange of promises it contains, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

### **Scope and Use**

1. The NPCA agrees to provide to the Participating Municipality the non-mandatory services attached hereto as Schedule "A".
2. Notwithstanding the foregoing, the Participating Municipality acknowledges and agrees that all programs and services identified in Schedule "A" also be included in a Watershed-based resource management strategy that the NPCA is required to develop and implement under the *Act*.

### **Term of Agreement**

3. The term of this Agreement shall be for a period of five (5) years commencing on January 1, 2024 and running until December 31, 2028 (the "**Initial Term**"),
4. This Agreement shall be reviewed by the parties within six months of the end-date of the Initial Term for the purpose of determining whether or not this Agreement for Services is to be renewed by the parties, and discussing the terms of any renewal, including, but not limited to, whether any changes will be made to the non-mandatory programs and services attached hereto as Schedule "A". It shall be the NPCA's responsibility to initiate the review with the Participating Municipality.
5. The NPCA and the Participating Municipality may renew this Agreement for Services for an unlimited number of additional five (5) year terms (the "**Renewal Term(s)**"), provided that any renewed Agreement for Services must also be reviewed by the parties six months prior to the end-date of any such Renewal Term(s), as set out in paragraph 4, above.
6. This Agreement for Services may be terminated by either party prior to the end of the Initial Term or any Renewal Term(s), upon delivery of a written "Notice of Early Termination" as per the Notice clause 19, below, from the terminating party to the non-terminating party at least six months before the early termination date, which date is to be specified in the written "Notice of Early Termination".



7. The Participating Municipality and NPCA will strive to facilitate open and timely communication at all levels. The resolution of disputes that may arise between the parties to this Agreement for Services during the Initial Term and/or any Renewal Term(s) shall be subject to alternative dispute resolution for the settling of disputes outside the Court system, which shall include, first, a mediation to be conducted by a mutually agreed-upon mediator at such time as may be mutually agreed upon by the NPCA and the Participating Municipality, and, second, should mediation be unsuccessful, an arbitration to be conducted by a mutually agreed-upon arbitrator at such time and pursuant to such procedural rules as may be mutually agreed upon by the NPCA and the Participating Municipality. The cost of any mediation and/or arbitration shall be borne in equal shares by the NPCA and Participating Municipality.
8. The NPCA will not add to or delete from the services or programs funded through the levy without first consulting with the Participating Municipality and entering into a written agreement to this Agreement for Services with the Participating Municipality.
9. The Participating Municipality acknowledges and agrees that by executing this Agreement for Services, it is confirmed that the terms of this Agreement for Services have been reviewed and approved by a resolution of the Council of the Participating Municipality.
10. This Agreement for Services does not preclude the parties identifying or entering into agreements with respect to opportunities for further collaboration to the benefit of both parties, and is intended to ensure efficiency, transparency and accountability in the use of resources, including in-kind services and assistance, coordination of complementary policy and program initiatives and projects involving third parties.
11. The resolution of the NPCA Board of Directors to execute this Agreement for Services shall be attached hereto as Schedule 'B'.
12. The resolution of Council of the Participating Municipality to execute this Agreement for Services shall be attached hereto as Schedule 'C'.

### **Agreement for Services Available to the Public**

13. As required by the *Act* and/or its regulations, this Agreement for Services shall be made available to the public, including on the NPCA website.

### **Fees and Payment**

14. The costs associated with non-mandatory programs and services falling within Category 2 and/or 3 under the *Act* and/or its regulations shall, subject to this Agreement for Services, be reviewed by the parties on an annual basis as part of

the NPCA annual budget (operating and capital) approval process, in line with budget guidelines.

15. NPCA's final approved budget shall be appended annually hereto as Schedule 'D'.
16. The fees apportioned to the Participating Municipality will be calculated annually using the Modified Current Value Assessment (MCVA) or the benefit based method, unless otherwise noted as being attributable directly to the Participating Municipality as a special benefiting levy in Schedule 'A'.
17. NPCA may charge a user fee in the delivery of any programs and services listed in Schedule 'A', as appropriate, to assist with costs of NPCA programs or services provided under this Agreement for Services. Such user fees shall only be imposed in accordance with NPCA's Fee Policy and Fee Schedules adopted in accordance with the provisions of the *Act*, or otherwise in accordance with provisions set out in an agreement between NPCA and the Participating Municipality.
18. An 'Annual Notice to Pay' shall be sent to the Participating Municipality following NPCA budget approval and payment for annual fees shall be made by the Participating Municipality in four quarterly installments by the end of each fiscal quarter in each calendar year.

## Notice

19. Any notice in respect of this Agreement for Services shall be in writing and shall be sufficiently given or made if made in writing and either delivered in person during normal business hours of the recipient on a business day to the party for whom it is intended to the address as set out below, or sent by registered mail or by email addressed to such party as follows:

- (1) in the case of the Municipality, to:  
[Participating Municipality]

[Address]

Attention: [Name]

Email: [Email address]

- (2) in the case of NPCA, to:

Niagara Peninsula Conservation Authority  
250 Thorold Road West, 3<sup>rd</sup> Floor  
Welland, ON - L3C 3W2

Attention: Chandra Sharma, CAO/Secretary-Treasurer

Email: csharma@npca.ca

or to such other addresses as the parties may from time to time set out in writing, and any notice so made or given shall be deemed to have been duly and properly made or given and received on the day on which it shall have been so delivered or, if mailed, then, in the absence of any interruption of postal service affecting the delivery or handling thereof, on the third business day after the date of mailing.

### **Force Majeure**

20. Neither party shall be in default with respect to the performance or non-performance of the terms of this Agreement for Services resulting directly or indirectly from causes beyond its reasonable control (other than for financial inability) that could not reasonably have been foreseen, including, without limitation, any delay caused by war, invasion, riots, acts of terrorism or sabotage, acts of government authority (other than by the Participating Municipality), plague, epidemic, pandemic, natural disaster, strike, lock-out, inability to procure material, or other cause, and the performance of such term or terms shall be extended for a period equivalent to the period of such delay. This provision should not relieve the Participating Municipality of its obligation to pay fees and costs when due.

### **Governing Law**

21. This Agreement for Services shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein and shall be treated in all respects as the locus of contract.

### **No Agency**

22. Nothing herein contained shall make or be construed to make the Participating Municipality or the NPCA a partner of one another nor shall this Agreement for Services be construed to create a partnership, joint venture, principal-agent relationship or employment relationship in any way or for any purpose whatsoever between the Participating Municipality or the NPCA or between the Participating Municipality, the NPCA and a third party. Nothing in this Agreement for Services is to be construed as authorizing one of the NPCA or the Participating Municipality to contract for or to incur any obligation on behalf of the other of them or to act as agent for the other of them. Any reference herein to the Participating Municipality shall be interpreted to include its boards, agencies, commissions, and subsidiary operations.

### **Invalidity of any Provision**

23. If any provision of this Agreement for Services is invalid, unenforceable or unlawful, such provision shall be deemed to be deleted from this Agreement

for Services and all other provisions shall remain in full force and effect and shall be binding in all respects between the parties hereto.

### **Further Assurances**

24. The Parties hereto agree to execute and deliver to each other such further written documents and assurances from time to time as may be reasonably necessary to give full effect to the provisions of this Agreement for Services.

### **Amendments**

25. This Agreement for Services cannot be altered, amended, changed, modified, or abandoned, in whole or in part, except by written agreement executed by the parties, and no subsequent oral agreement shall have any validity whatsoever.

### **Binding Agreement**

26. This Agreement for Services shall ensure to the benefit and be binding upon the parties hereto and their respective heirs, executors, representatives and successors permitted hereunder.

### **Execution**

27. This Agreement for Services may be executed in counterparts and when each party has executed a counterpart, each of such counterparts shall be deemed to be an original and all of such counterparts, when taken together, shall constitute one and the same agreement.

**IN WITNESS WHEREOF** the Participating Municipality and the NPCA have signed this Agreement for Services on the following page.

*[Signature page follows]*

**SIGNED, SEALED AND DELIVERED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2023.**

NIAGARA PENINSULA CONSERVATION AUTHORITY

Per: \_\_\_\_\_  
Chair – Robert Foster

Per: \_\_\_\_\_  
Chief Administrative Officer/Secretary-Treasurer – Chandra Sharma

*I/we have the authority to bind the Corporation*

**SIGNED, SEALED AND DELIVERED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2023.**

NIAGARA REGION / CITY OF HAMILTON / COUNTY OF HALDIMAND

Per: \_\_\_\_\_  
Mayor -

Per: \_\_\_\_\_  
TBD water

*I/we have the authority to bind the Corporation*

**Schedule 'A'**  
**To be provided to Municipalities**

DRAFT

**Schedule 'B'**  
**NPCA Board Approval Resolution**  
**2024 Budgets and Municipal Levies**

DRAFT

**Schedule 'C'**

**Niagara Region (City of Hamilton, Haldimand County)–  
Council Approval Resolution**

**NPCA 2024 Budgets and Municipal Levies**

DRAFT



**Schedule 'D'**  
**NPCA 2024 Budgets and Municipal Levies**

DRAFT

**Pilon, Janet**

---

**Subject:** Comment Re: Revised Payment Mechanism for Stormwater Management Program

**From:** Hiroz, David

**Sent:** June 26, 2023 1:39 PM

**To:** [clerk@hamilton.ca](mailto:clerk@hamilton.ca)

**Subject:** Comment Re: Revised Payment Mechanism for Stormwater Management Program

To whom it may concern,

I am writing regarding the City of Hamilton's proposed change in the way it calculates a property's payment towards the City's stormwater management program. Having reviewed the available information on how future payments will be calculated for a property (e.g., calculated based on the actual amount of impervious area surfaces a facility has, measured by aerial photography), I feel that our facility will be prejudicially impacted by this change. I say this because it will be assumed that, due to our facility having a relatively significant proportion of the site covered by impervious materials, that we have a high contribution of stormwater run-off to the city infrastructure, which is incorrect.

Although our facility has a large proportion of its surface covered by impervious surfaces (e.g., asphalt, concrete, roofs, etc), our facility is designed in such a way that our stormwater run-off is re-directed back into the facility's on-site water storage structures (e.g., our ditch and trench systems) for use within our process. This serves as a cost reduction measure for our facility, as it reduces our reliance on alternative – more costly – water sources and supports our corporate sustainability goals. Further to this, based on some of the physical characteristics of the product that we manufacture (e.g., it stays in suspension when in water) we do not allow our overland flow to enter the City infrastructure to ensure we maintain compliance with the sewer discharge criteria as the suspended solids would likely pose an issue.

Therefore, based on the comments provided above, a revised mechanism whereby properties/facilities are charged for their contribution to the City stormwater management program solely based on the amount of impervious surfaces they have, would be wholly unfair and inaccurate.

I hope that you take into consideration the comments that I have provided above and, if the city still plans to move ahead with this revision that they include a mechanism for facilities to be individually evaluated and potentially exempted from the proposed payment mechanism and are provided with an alternative mechanism that would be more applicable to their individual circumstances.

Should you require any additional information, please do not hesitate to let me know.

Best Regards,

David Hiroz Ph.D. PMP  
Environmental Manager  
Birla Carbon, Aditya Birla Group

**Birla Carbon**

**T:** 905-544-3776 (D) | **W:** [www.birlacarbon.com](http://www.birlacarbon.com)

**M:** 365-889-8266 | **F:** 905-544-8641 | **E:** [david.hiroz@adityabirla.com](mailto:david.hiroz@adityabirla.com)

755 Parkdale Ave North, Hamilton, ON, L8H 7N5



RECOGNIZE, LEARN, INSPIRE





## Legislative Services

June 29, 2023

Sent via email: [premier@ontario.ca](mailto:premier@ontario.ca)

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

Honourable and Dear Sir:

**Re: Impact on Woodbine's Race and Stay Program on the Fort Erie Race Track**

Please be advised the Municipal Council of the Town of Fort Erie passed the following resolution at its meeting of June 26, 2023:

**Whereas** the Fort Erie Race Track is one of only two thoroughbred horse racing facilities in the Province of Ontario, having been established in 1897 and operating continuously since then; and

**Whereas** in recent years, the Fort Erie Race Track has been the primary host facility for the "B" circuit of thoroughbred racing, while the Woodbine track in Toronto has been the primary facility for "A" circuit thoroughbred racing; and

**Whereas** both race tracks host "jewel" races in Ontario Triple Crown of Horse Racing; and

**Whereas** the Ontario Racing Commission, an agency created by the Government of Ontario, regulates horse racing; and

**Whereas** the provincial government has strategies and policies in place to develop and encourage the horse racing industry in Ontario, including funding and incentive programs to grow and expand the industry in the province; and

**Whereas** the Fort Erie and Woodbine Race Tracks are both beneficiaries of these programs; and

**Whereas** Woodbine Entertainment, the owners of the Woodbine track, adopted a stall policy in May 2017, referred to as "Race and Stay," that prevents horses from stabling at Woodbine if they leave to race at another track more than once, except for races with a purse of more than \$20,000; and

.../2

Mailing Address:

The Corporation of the Town of Fort Erie  
1 Municipal Centre Drive, Fort Erie ON L2A 2S6

Office Hours 8:30 a.m. to 5:00 p.m. Phone: (905) 871-1600 FAX: (905) 871-4022

Web-site: [www.forterrie.ca](http://www.forterrie.ca)

**Whereas** The Municipal Council of the Town of Fort Erie passed a resolution on May 15, 2017, requesting that the Ontario Racing Commission immediately prohibit Woodbine Entertainment from implementing the Race and Stay program and limitations on the movement of horses between Woodbine and the Fort Erie Race Track; and

**Whereas** the Mayor and members of Fort Erie Council met with the Minister of Economic Development and Growth at the 2017 Association of Municipalities of Ontario conference to discuss the negative impacts of the Woodbine Race and Stay stall program on the Fort Erie Race Track; and

**Whereas** the Mayor and members of Fort Erie Council met virtually with officials with the Minister of Finance during the 2020 Association of Municipalities of Ontario conference to again discuss the Woodbine Race and Stay stall policy and the negative impacts it has on the Fort Erie Race track; and

**Whereas** the Mayor and members of Fort Erie Council met with the Parliamentary Assistant to the Minister of Finance at the 2022 Association of Municipalities of Ontario conference to again discuss Woodbine's Race and Stay program and the negative impacts it continues to have on the Fort Erie Race Track; and

**Whereas** representatives of the Fort Erie Live Racing Consortium have launched a challenge with the Competition Bureau to determine whether Woodbine Entertainment's actions constitute an attempt to create an illegal monopoly; and

**Whereas** Woodbine's Race and Stay policy continues to remain in effect through the 2023 racing season; and

**Whereas** Woodbine's Race and Stay policy continues to have a devastating impact on the ability of the Fort Erie Race Track to operate successfully and grow Ontario horse racing under provincial objectives; and

**Whereas** the Fort Erie Race Track is a job creator in Fort Erie and the surrounding region, both directly and indirectly, and has contributed to the local economy as well as the history and culture of the area since 1897;

**Now therefore be it resolved,**

**That:** The Municipal Council of the Town of Fort Erie again requests that the Alcohol and Gaming Commission of Ontario immediately prohibit Woodbine Entertainment from continuing the Race and Stay stall policy; and further

**That:** The Provincial Government put in place a long-term policy to encourage competition and diversification of horse racing in Ontario that would prevent any single race track from using their market position to create an unfair monopoly on horse racing in Ontario, including but not necessarily limited to implementing policies that would prohibit monopolistic policies like Woodbine's Race and Stay; and further

**That:** The Alcohol and Gaming Commission of Ontario, Ontario Racing Commission and the Provincial Government recognize the contributions of the Fort Erie Race Track to the growth, history and culture of horse racing in the province of Ontario; and further

**That:** Staff circulate this resolution to the race tracks that host standard bred races and the municipalities that those race tracks reside in, including: Clinton Raceway and the Municipality of Central Huron, Dresden Raceway and the Municipality of Chatham-Kent, Flamboro Downs and the Municipality of Hamilton, Georgian Downs and the Municipality of Barrie, Grand River Raceway and the Municipality of Centre Wellington, Hanover Raceway and the Municipality of Hanover, Hiawatha Horse Park and the Municipality of Sarnia, Kawartha Downs and the Municipality of Cavan Monaghan, Leamington Raceway and the Municipality of Leamington, The Raceway at Western Fair and the Municipality of London, and Rideau Carleton Raceway and the Municipality of Ottawa, and;

**That:** Staff circulate this resolution to the Regional Council of Niagara and all local area municipalities within the Regional Municipality of Niagara for their endorsement and support.

Thank you for your attention to this matter.

Kind regards,



Ashlea Carter, AMP  
Deputy Clerk

[acarter@forterie.ca](mailto:acarter@forterie.ca)

AC:dlk

cc: The Honourable Peter Bethlenfalvy, Ontario Minister of Finance, [Peter.Bethlenfalvy@pc.ola.org](mailto:Peter.Bethlenfalvy@pc.ola.org)  
The Honourable Lisa Thompson, Minister of Agriculture, Food and Rural Affairs, [Lisa.Thompson@pc.ola.org](mailto:Lisa.Thompson@pc.ola.org)  
Marit Styles, Leader of His Majesty's Loyal Opposition in Ontario, [MStiles-QP@ndp.on.ca](mailto:MStiles-QP@ndp.on.ca)  
John Fraser, Interim Leader of the Ontario Liberal Party, [jfraser.mpp.co@liberal.ola.org](mailto:jfraser.mpp.co@liberal.ola.org)  
Mike Schreiner, Leader of the Green Party of Ontario, [mschreiner@ola.org](mailto:mschreiner@ola.org)  
Wayne Gates, MPP for Niagara Falls, [WGates-QP@ndp.on.ca](mailto:WGates-QP@ndp.on.ca)  
Jeff Burch, MPP Niagara Centre, [JBurch-QP@ndp.on.ca](mailto:JBurch-QP@ndp.on.ca)  
Alcohol and Gaming Commission of Ontario [customer.service@agco.ca](mailto:customer.service@agco.ca) / [inquiry@ontarioracingcommission.ca](mailto:inquiry@ontarioracingcommission.ca)  
The Fort Erie Live Racing Consortium [jthibert@forterieracetrack.ca](mailto:jthibert@forterieracetrack.ca)  
Clinton Raceway [jessicacarnochan@gmail.com](mailto:jessicacarnochan@gmail.com)  
Municipality of Central Huron [cao@centralhuron.com](mailto:cao@centralhuron.com)  
Dresden Raceway [jflemming@clintonraceway.com](mailto:jflemming@clintonraceway.com)  
Municipality of Chatham-Kent [JUDYS@chatham-kent.ca](mailto:JUDYS@chatham-kent.ca)  
Flamboro Downs [judy.floss@flamborodowns.com](mailto:judy.floss@flamborodowns.com)  
City of Hamilton [clerk@hamilton.ca](mailto:clerk@hamilton.ca)  
Georgina Downs [cgates@gcgaming.com](mailto:cgates@gcgaming.com)  
City of Barrie [wendy.cooke@barrie.ca](mailto:wendy.cooke@barrie.ca)  
Grand River Raceway [crozema@grandriverraceway.com](mailto:crozema@grandriverraceway.com)  
Township of Centre Wellington [jennifera@wellington.ca](mailto:jennifera@wellington.ca)  
Hanover Raceway [hanoverraceway@wightman.ca](mailto:hanoverraceway@wightman.ca)  
Town of Hanover [btocheri@hanover.ca](mailto:btocheri@hanover.ca)  
Hiawatha Horse Park [info@hiawathahorsepark.com](mailto:info@hiawathahorsepark.com)  
City of Sarnia [clerks@sarnia.ca](mailto:clerks@sarnia.ca)  
Kawartha Downs [daniel@kawarthadowns.com](mailto:daniel@kawarthadowns.com)  
Township of Cavan Monaghan [cpage@cavanmonaghan.net](mailto:cpage@cavanmonaghan.net)  
Leamington Raceway [Wmartinuik@arlentool.com](mailto:Wmartinuik@arlentool.com)  
Municipality of Leamington [clerks@leamington.ca](mailto:clerks@leamington.ca)  
The Raceway at Western Fair [telliott@westernfairdistrict.com](mailto:telliott@westernfairdistrict.com)  
City of London [csaunder@london.ca](mailto:csaunder@london.ca)  
Rideau Carleton Raceway - sent via mail  
City of Ottawa [Rick.Oconnor@ottawa.ca](mailto:Rick.Oconnor@ottawa.ca)  
Niagara Region and Local Area Municipalities

June 29, 2023

Hon. Doug Ford  
Premier of Ontario  
Room 4620  
99 Wellesley St. W.,  
Toronto, Ontario M7A 1A1

Via Email: [premier@ontario.ca](mailto:premier@ontario.ca)

Please be advised that at its meeting held on the 27th day of June 2023, the Council of the Township of Selwyn passed the following resolution:

**Resolution No. 2023 – 143 – Notice of Motion – Short-Term Rentals**

Councillor Brian Henry – Councillor John Boyko –

Whereas the demand for alternative accommodations has resulted in an increased prominence of residential properties being advertised for short term accommodations through third party companies such as Airbnb and VRBO; a shift from the ‘traditional’ cottage rental historically managed by a property owner; and

Whereas over the past decade a flood of properties have been removed from the ownership and long-term rental market (*Canada Research Chair in Urban Governance at McGill University*) contributing to housing shortages, increased housing demands and increased housing costs resulting in housing affordability issues, including affordable rentals; and

Whereas short term rentals (STR) can be beneficial, when operated appropriately, by providing solutions for the accommodation industry that supports local tourism and small businesses as well as providing an opportunity for property owners to generate income from their residence (permanent or seasonal) using a convenient third-party system; and

Whereas STR’s can create nuisances including noise, parking, high volumes of visitors attending a property, septic capacity and fire safety, for adjacent residential property owners who wish to experience quiet enjoyment of their property; and

Whereas research indicates that demand for STR’s is increasing, in part due to vacationers choosing domestic travel options as well as the financial benefits to property owners, demonstrating that STR’s are here to stay; and

**Mailing Address**  
PO Box 270  
Bridgenorth  
Ontario K0L 1H0

**Tel:** 705 292 9507  
**Fax:** 705 292 8964

Whereas there are no Provincial regulations in place governing third party STR companies resulting in a variety of regulations/guidelines being implemented at the local municipal level which creates inconsistencies, confusion and frustrations for both consumers and residents across the Province;

That the Township of Selwyn request that the Province move forward as soon as possible to legislate that all third party Short Term Rental brokerage companies, for example Airbnb and VRBO, appropriately manage and be responsible for their listings and to compel compliance that the Province establish the requirement for STR companies to require each rental listing to be registered and to pay an appropriate annual fee and that STR company provide this registry along with the collected fees to the municipality in which the STR properties are located which allows the municipality to be aware of all registered STR properties and to have access to funds for municipal expenses to enforce/respond to issues at a STR property; and further

That the Province require the STR company to de-list/remove the property from the company's listings so that the property cannot be rented where a municipality has identified and verified life, health and/or nuisance infractions including noise, fire safety, septic, etc...

That a copy of this resolution be sent to all Ontario municipalities for support as well as to Minister of Municipal Affairs and Housing Steve Clark, local M.P.P. Dave Smith and M.P. Michelle Ferreri.

Carried.

If you have any questions, please do not hesitate to contact us.

Sincerely,

*Megin Hunter*

Megin Hunter  
Office Assistant/Receptionist  
mhunter@selwyntownship.ca

cc: steve.clark@pc.ola.org  
michelle.ferreri@parl.gc.ca  
dave.smithco@pc.ola.org  
All Ontario Municipalities



**Pilon, Janet**

---

**Subject:** Letter to Council

**From:** kamilia karayyim

**Sent:** Sunday, July 2, 2023 1:46 PM

**To:** Gauthier, Matt <[Matt.Gauthier@hamilton.ca](mailto:Matt.Gauthier@hamilton.ca)>

**Cc:** [clerk@hamilton.ca](mailto:clerk@hamilton.ca); Office of Ward 3 City Councillor Nrinder Nann <[ward3@hamilton.ca](mailto:ward3@hamilton.ca)>

**Subject:** Letter to Council

Dear Hamilton Council Members,

We all have the right to clean air.

We all have the right to enjoy the open green spaces wither public or private without the smell of toxins. That's why rightly so people are not allowed to smoke in public parks and within a certain distance of public buildings.

I have also found out that Hamilton has a bylaw that allows for people to complain about the smell of barbecue or fires in back yards.

All of this has encouraged me to finally speak-up.

I am a none smoker and have been in Canada for about 25 years, before the legalization of cannabis.

In those days I would be frustrated by my neighbour who smoked in her balcony.

Nowadays I am extremely frustrated by several neighbours who are smoking Cannabis.

One of those frequently smokes it through out the day, and often has friends over also smoking it!

Thus when this occurs not only I can't sit on my front porch or back yard, but also I have to close all windows and turn air filters on!

Tell me pls, why should I suffer for someone else's substance abuse?!

Why should their legislative given right for a "high" supersede my human right for fresh clean air???

They can get high inside their own homes where hopefully I can't smell it, or they can use edibles.

You have by-laws about length of grass and raising chickens in back yards, and not one that would help breathe clean air on my family's own property??!!!

I beg of you to look into this matter and provide a satisfactory solution for our community.

Regards,  
Kamilia Karayyim, MBA



## PORT COLBORNE

Corporate Services Department  
Legislative Services Division

Municipal Offices: 66 Charlotte Street  
Port Colborne, Ontario L3K 3C8 • [www.portcolborne.ca](http://www.portcolborne.ca)  
"  
T 905.835.2900 ext 106 F 905.834.5746  
E [charlotte.madden@portcolborne.ca](mailto:charlotte.madden@portcolborne.ca)

July 4, 2023

Hon. Francois-Philippe Champagne PC MP  
Minister of Innovation, Science and Economic Development  
Via email: [ministerofisi-ministredeisi@ised-isde.gc.ca](mailto:ministerofisi-ministredeisi@ised-isde.gc.ca)

Hon. Marie-Claude Bibeau PC MP  
Minister of Agriculture  
Via email: [Marie-Claude.Bibeau@parl.gc.ca](mailto:Marie-Claude.Bibeau@parl.gc.ca)

Dear Ministers:

**Re: Town of Bradford West Gwillimbury – The Right-to-Repair Movement**

Please be advised that, at its meeting of June 27, 2023 the Council of The Corporation of the City of Port Colborne resolved as follows:

That correspondence from the Town of Bradford West Gwillimbury regarding The Right-to-Repair Movement Condition be supported.

A copy of the above noted resolution is enclosed for your reference.

Sincerely,

A handwritten signature in black ink that reads "C. Madden".

Charlotte Madden  
City Clerk

cc. Federation of Canadian Municipalities  
Association of Municipalities of Ontario  
Ontario's Municipal Councils



*Office of the Mayor*

9 June 2023

VIA EMAIL

Hon. François-Philippe Champagne PC MP  
Minister of Innovation, Science and Economic Development  
Via email: [ministerofisi-ministredeisi@ised-isde.gc.ca](mailto:ministerofisi-ministredeisi@ised-isde.gc.ca)

Hon. Marie-Claude Bibeau PC MP  
Minister of Agriculture  
Via email: [Marie-Claude.Bibeau@parl.gc.ca](mailto:Marie-Claude.Bibeau@parl.gc.ca)

Dear Ministers:

On behalf of the Council of the Town of Bradford West Gwillimbury, we are writing to you pursuant to the enclosed motion to endorse the right-to-repair movement and to call on your government to expedite the promised consultations to enshrine this principle in consumer-protection law, with specific consultations and measures related to supporting the agricultural sector undertaken.

Right to Repair is a simple environmental and consumer protection measure: it ensures consumers are able to reasonably access repairs to electronic and other devices at a fair price, rather than creating a monopoly through technology companies only being able to repair their own products. This measure will also help reduce waste by combatting planned obsolescence, where companies make products that are only intended to last for a period of some years, and are not really repairable.

Further, farmers and growers are intimately familiar with the particular nuances of this issue when it comes to increasingly high-tech agricultural equipment. As the “soup and salad bowl of Canada”, Bradford West Gwillimbury is home to many farmers and growers, so we know firsthand how important an issue these consultations will be.

Our Council has shown in recent years that we are at the forefront of advocating for important environmental protections, including the Freshwater Action Fund, and we are grateful to our new Green Initiatives Committee for recommending this current piece of advocacy to protect the environment and consumers.

A copy of the motion is enclosed. We would be happy to meet with you or your representatives to discuss this further.

Sincerely yours,



James Leduc  
Mayor

CC: John Barlow, MP Foothills  
Rick Perkins, MP South Shore—St. Margarets  
Alistair MacGregor, MP Cowichan—Malahat—Langford  
Rachel Blaney, MP North Island—Powell River  
Scot Davidson, MP York—Simcoe  
Federation of Canadian Municipalities  
Association of Municipalities of Ontario  
Ontario's Municipal Councils  
Ontario's Conservation Authorities

At its Regular meeting of Council held on Tuesday, June 6, 2023, the Town of Bradford West Gwillimbury Council approved the following resolution:

**Resolution: 2023-199**

**Moved: Councillor Verkaik**

**Seconded: Councillor Harper**

Whereas the “right-to-repair” movement seeks to ensure consumers of electronic products, including mobile phones and computers, as well as agricultural equipment, are able to make routine fixes to damaged products without having to rely on the manufacturer and to affordably make such repairs; and

Whereas this movement and efforts against “planned obsolescence” seeks to ensure affordability for consumers and to protect our environment by reducing electronic waste; and

Whereas the agricultural sector has unique needs related to specialized electronic farm equipment and the ability to make repairs in a timely and affordable manner, especially during the growing season; and

Further to a commitment in the 2023 federal budget that “the government will work to implement a right to repair, with the aim of introducing a targeted framework for home appliances and electronics in 2024. The government will launch consultations this summer, including on the right to repair and the interoperability of farming equipment, and work closely with provinces and territories to advance the implementation of a right to repair” (p. 38); and

Be it therefore resolved that the committee recommend Council endorse the right-to-repair movement through a letter from the Mayor and Green Initiatives Committee Chair to call on the federal government to expedite the promised consultations to enshrine this principle in consumer-protection law, with specific consultations and measures related to supporting the agricultural sector undertaken; and

That a copy of this resolution and letter be shared with the Minister of Innovation, Science and Economic Development; the Minister of Agriculture and their critics; and the Member of Parliament for York—Simcoe; and to the Federation of Canadian Municipalities (FCM), the Association of Municipalities of Ontario (AMO) and Ontario’s Municipal Councils, with a request for their endorsement of same.

Result: CARRIED.

July 5, 2023

Via Email: [Kaleed.Rasheed@ontario.ca](mailto:Kaleed.Rasheed@ontario.ca)  
Minister of Public and Business Service Delivery (MPBSD)

Honourable Rasheed:

**Re: Time for Change  
Municipal Freedom of Information and Protection of Privacy Act**

Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on June 26, 2023 passed the following resolution:

WHEREAS the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990 (MFIPPA) dates back 30 years;

AND WHEREAS municipalities, including the Municipality of Chatham-Kent, practice and continue to promote open and transparent government operations, actively disseminate information and routinely disclose public documents upon request outside of the MFIPPA process;

AND WHEREAS government operations, public expectations, technologies, and legislation surrounding accountability and transparency have dramatically changed and MFIPPA has not advanced in line with these changes;

AND WHEREAS the creation, storage and utilization of records has changed significantly, and the Municipal Clerk of the Municipality is responsible for records and information management programs as prescribed by the Municipal Act, 2001;

AND WHEREAS regulation 823 under MFIPPA continues to reference antiquated technology and does not adequately provide for cost recovery, and these financial shortfalls are borne by the municipal taxpayer;

AND WHEREAS the threshold to establish frivolous and/or vexatious requests is unreasonably high and allows for harassment of staff and members of municipal councils, and unreasonably affects the operations of the municipality;

AND WHEREAS the Act fails to recognize how multiple requests from an individual, shortage of staff resources or the expense of producing a record due to its size, number or physical location does not allow for time extensions to deliver requests and unreasonably affects the operations of the municipality;

AND WHEREAS the name of the requestor is not permitted to be disclosed to anyone other than the person processing the access request, and this anonymity is used by requesters to abuse the MFIPPA process and does not align with the spirit of openness and transparency embraced by municipalities;

AND WHEREAS legal professionals use MFIPPA to gain access to information launch litigation against institutions, where other remedies exist;

AND WHEREAS there are limited resources to assist administrators or requestors to navigate the legislative process;

AND WHEREAS reform is needed to address societal and technological changes in addition to global privacy concerns and consistency across provincial legislation;

BE IT RESOLVED THAT the Ministry of Government and Consumer Services be requested to review the MFIPPA, and consider recommendations as follows:

1. That MFIPPA assign the Municipal Clerk, or designate to be the Head under the Act;
2. That MFIPPA be updated to address current and emerging technologies;
3. That MFIPPA regulate the need for consistent routine disclosure practices across institutions;
4. That the threshold for frivolous and/or vexatious actions be reviewed, and take into consideration the community and available resources in which it is applied;
5. That the threshold for frivolous and/or vexatious also consider the anonymity of requesters, their abusive nature and language in requests to ensure protection from harassment as provided for in Occupational Health and Safety Act;
6. That the application and scalability of fees be designed to ensure taxpayers are protected from persons abusing the access to information process;
7. That administrative practices implied or required under the Act, including those of the IPC, be reviewed and modernized;
8. That the integrity of the Act be maintained to protect personal privacy and transparent governments.

If you have any questions or comments, please contact Judy Smith at [ckclerk@chatham-ketn.ca](mailto:ckclerk@chatham-ketn.ca)

Sincerely,

Judy Smith, CMO  
Director Municipal Governance  
Clerk /Freedom of Information Coordinator

c.

Lianne Rood, MP  
Dave Epp MP  
Trevor Jones, MPP  
Monte McNaughton, MPP  
Information and Privacy Commissioner of Ontario  
Association of Municipalities of Ontario  
AMCTO Legislative and Policy Advisory Committee  
Ontario municipalities





*Annette Groves*  
*Mayor*

June 29, 2023

Sent via E-Mail: [doug.fordco@pc.ola.org](mailto:doug.fordco@pc.ola.org)

The Honourable Doug Ford  
Premier of Ontario  
Premier's Office, Room 281  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

**RE: STAFF REPORT 2023-0327: ILLEGAL LAND USE ENFORCEMENT UPDATE**

Dear Premier Ford,

I am writing to advise that at the Town Council meeting held on June 20, 2023, Council adopted a resolution regarding Staff Report 2023-0327: Illegal Land Use Enforcement Update.

The resolution reads as follows:

*That the Illegal Land Use Enforcement Taskforce's mandate be expanded to include other types of illegal land uses and not solely on illegal trucking land uses; and*

*That the Province be requested to strengthen municipal enforcement powers by:*

- *Amending the Municipal Act to enable municipalities to physically bar entry to properties where illegal land uses that have significant detrimental impacts on adjacent residential properties, the environment or create unsafe situations;*
- *Increasing the maximum penalty amounts in the Planning Act to \$50,000 for an individual upon conviction and on a subsequent conviction, not more than \$25,000 for each day in which the contravention has continued after the day in which the person was initially convicted; and*
- *Including provisions to ensure a corporation is liable to fines of not more than \$100,000 upon first conviction and not more than \$50,000 for each day in which the contravention has continued after the day in which the corporation was initially convicted.*

**THE CORPORATION OF THE TOWN OF CALEDON**

6311 Old Church Road, Caledon East, Caledon, ON, Canada L7C 1J6  
T. 905.584.2272 | 1.888.225.3366 | F. 905.584.1444 | [www.caledon.ca](http://www.caledon.ca) | [annette.groves@caledon.ca](mailto:annette.groves@caledon.ca)

*That a copy of this report be provided to the Honourable Doug Ford, Premier of Ontario, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Honourable Sylvia Jones, MPP, Dufferin-Caledon; the Honourable Doug Downey, Attorney General of Ontario; and*

*That a copy of this report be provided to the municipalities within the Greater Golden Horseshoe area seeking support in the request for strengthened enforcement powers to combat significant illegal land uses negatively impacting communities across Ontario and to the Association of Municipalities of Ontario (AMO) and Rural Ontario Municipal Association (ROMA).*

A copy of Staff Report 2023-0327 has been enclosed for your reference. For more information regarding this matter, please contact my Chief of Staff, Nathan Grundy, directly by email at [nathan.grundy@caledon.ca](mailto:nathan.grundy@caledon.ca) or by phone at 905.584.2272 ext. 4430.

Thank you for your attention to this matter.

Sincerely,



Annette Groves  
Mayor

Cc: The Honourable Steve Clark, Minister of Municipal Affairs and Housing, [minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)  
The Honourable Sylvia Jones, Deputy Premier, Minister of Health and MPP Dufferin-Caledon, [sylvia.jones@pc.ola.org](mailto:sylvia.jones@pc.ola.org)  
The Honourable Doug Downey, Attorney General of Ontario, [doug.downey@pc.ola.org](mailto:doug.downey@pc.ola.org)  
Association of Municipalities of Ontario, [amo@amo.on.ca](mailto:amo@amo.on.ca)  
Rural Ontario Municipal Association, [roma@roma.on.ca](mailto:roma@roma.on.ca)  
City of Toronto, [clerk@toronto.ca](mailto:clerk@toronto.ca)  
York Region, [regional.clerk@york.ca](mailto:regional.clerk@york.ca)  
City of Vaughan, [clerks@vaughan.ca](mailto:clerks@vaughan.ca)  
Town of Richmond Hill, [clerks@richmondhill.ca](mailto:clerks@richmondhill.ca)  
Town of Markham, [customerservice@markham.ca](mailto:customerservice@markham.ca)  
Town of Aurora, [info@aurora.ca](mailto:info@aurora.ca)  
Town of Whitchurch-Stouffville, [clerks@townofws.ca](mailto:clerks@townofws.ca)  
King Township, [clerks@king.ca](mailto:clerks@king.ca)  
Town of Newmarket, [clerks@newmarket.ca](mailto:clerks@newmarket.ca)  
Township of East Gwillimbury, [clerks@eastgwillimbury.ca](mailto:clerks@eastgwillimbury.ca)  
Town of Georgina, [info@georgina.ca](mailto:info@georgina.ca)  
Region of Durham, [clerks@durham.ca](mailto:clerks@durham.ca)  
Town of Ajax, [clerks@ajax.ca](mailto:clerks@ajax.ca)  
Township of Brock, [Clerks@brock.ca](mailto:Clerks@brock.ca)  
Municipality of Clarington, [clerks@clarington.net](mailto:clerks@clarington.net)  
City of Oshawa, [clerks@oshawa.ca](mailto:clerks@oshawa.ca)  
City of Pickering, [clerks@pickering.ca](mailto:clerks@pickering.ca)

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**THE CORPORATION OF THE TOWN OF CALEDON**

6311 Old Church Road, Caledon East, Caledon, ON, Canada L7C 1J6  
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Township of Scugog, [mail@scugog.ca](mailto:mail@scugog.ca)  
Township of Uxbridge, [info@uxbridge.ca](mailto:info@uxbridge.ca)  
Town of Whitby, [clerks@whitby.ca](mailto:clerks@whitby.ca)  
Brant County, [info@brant.ca](mailto:info@brant.ca)  
City of Brantford, [clerks@brantford.ca](mailto:clerks@brantford.ca)  
Region of Peel, [regional.clerk@peelregion.ca](mailto:regional.clerk@peelregion.ca)  
City of Brampton, [cityclerksoffice@brampton.ca](mailto:cityclerksoffice@brampton.ca)  
City of Mississauga, [city.clerk@mississauga.ca](mailto:city.clerk@mississauga.ca)  
Dufferin County, [info@dufferincounty.ca](mailto:info@dufferincounty.ca)  
Township of Amaranth, [info@amaranth.ca](mailto:info@amaranth.ca)  
Township of East Garafraxa, [clerks@eastgarafraxa.ca](mailto:clerks@eastgarafraxa.ca)  
Town of Grand Valley, [mail@townofgrandvalley.ca](mailto:mail@townofgrandvalley.ca)  
Township of Melancthon, [info@melancthontownship.ca](mailto:info@melancthontownship.ca)  
Town of Mono, [ClerksOffice@townofmono.com](mailto:ClerksOffice@townofmono.com)  
Township of Mulmur, [info@mulmur.ca](mailto:info@mulmur.ca)  
Town of Orangeville, [clerksdept@orangeville.ca](mailto:clerksdept@orangeville.ca)  
Town of Shelburne, [clerk@shelburne.ca](mailto:clerk@shelburne.ca)  
Haldimand County, [info@haldimandcounty.on.ca](mailto:info@haldimandcounty.on.ca)  
Halton Region, [accesshalton@halton.ca](mailto:accesshalton@halton.ca)  
City of Burlington, [cityclerks@burlington.ca](mailto:cityclerks@burlington.ca)  
City of Hamilton, [clerk@hamilton.ca](mailto:clerk@hamilton.ca)  
Town of Halton Hills, [clerks@haltonhills.ca](mailto:clerks@haltonhills.ca)  
Town of Milton, [townclerk@milton.ca](mailto:townclerk@milton.ca)  
Northumberland County, [matherm@northumberland.ca](mailto:matherm@northumberland.ca)  
Township of Alnwick/Haldimand, [info@ahtwp.ca](mailto:info@ahtwp.ca)  
Municipality of Brighton, [general@brighton.ca](mailto:general@brighton.ca)  
Town of Cobourg, [clerk@cobourg.ca](mailto:clerk@cobourg.ca)  
Township of Cramahe, [clerk@cramahe.ca](mailto:clerk@cramahe.ca)  
Township of Hamilton, [clerks@hamiltontownship.ca](mailto:clerks@hamiltontownship.ca)  
Municipality of Port Hope, [admin@porthope.ca](mailto:admin@porthope.ca)  
Municipality of Trent Hills, [info@trenthills.ca](mailto:info@trenthills.ca)  
Peterborough County, [info@ptbocounty.ca](mailto:info@ptbocounty.ca)  
Township of Asphodel-Norwood, [info@antownship.ca](mailto:info@antownship.ca)  
Township of Cavan Monaghan, [services@cavanmonaghan.net](mailto:services@cavanmonaghan.net)  
Township of Douro-Dummer, [info@dourodummer.on.ca](mailto:info@dourodummer.on.ca)  
Township of Havelock-Belmont-Methuen, [havbelmet@hbmtwp.ca](mailto:havbelmet@hbmtwp.ca)  
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Simcoe County, [info@simcoe.ca](mailto:info@simcoe.ca)  
City of Barrie, [cityinfo@barrie.ca](mailto:cityinfo@barrie.ca)

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**THE CORPORATION OF THE TOWN OF CALEDON**

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## Staff Report 2023-0327

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Meeting Date: June 6, 2023

Subject: Illegal Land Use Enforcement Update

Submitted By: Mark Srage, Director, Building Services and Municipal Law Enforcement

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### RECOMMENDATION

That the Illegal Land Use Enforcement Taskforce's mandate be expanded to include other types of illegal land uses and not solely on illegal trucking land uses; and

That the Province be requested to strengthen municipal enforcement powers by:

- Amending the *Municipal Act* to enable municipalities to physically bar entry to properties where illegal land uses that have significant detrimental impacts on adjacent residential properties, the environment or create unsafe situations;
- Increasing the maximum penalty amounts in the *Planning Act* to \$50,000 for an individual upon conviction and on a subsequent conviction, not more than \$25,000 for each day in which the contravention has continued after the day in which the person was initially convicted; and
- Including provisions to ensure a corporation is liable to fines of not more than \$100,000 upon first conviction and not more than \$50,000 for each day in which the contravention has continued after the day in which the corporation was initially convicted.

That a copy of this report be provided to the Honourable Doug Ford, Premier of Ontario, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Honourable Sylvia Jones, MPP, Dufferin-Caledon; and

That a copy of this report be provided to the municipalities within the Greater Golden Horseshoe area seeking support in the request for strengthened enforcement powers to combat significant illegal land uses negatively impacting communities across Ontario and to the Association of Municipalities of Ontario (AMO) and Rural Ontario Municipal Association (ROMA).

### REPORT HIGHLIGHTS

- Constant and undeterred enforcement efforts by both the Municipal Law Enforcement Division and the Legal Services Division is achieving the results that were envisioned when Council approved the creation of this dedicated enforcement effort.

- The Town has been successful in pursuing injunctions through the courts and will continue utilizing this enforcement mechanism for property owners that do not come into compliance to the Town's By-laws through normal enforcement actions.
- Land use permissions and performance standards should be developed and enacted through the Town's Zoning By-law to permit and regulate the creation of legal truck storage facilities.
- Advocacy with the Ministry of Municipal Affairs and Housing is necessary to secure additional enforcement powers that are needed to provide more effective and cost-efficient enforcement of municipal land use B-law with respect to illegal land use.
- That the Illegal Land Use Enforcement Taskforce (Trucking) expand its mandate to include other types of illegal land uses including but not limited to event centres, institutional uses and places of worship.

## **DISCUSSION**

### **Background**

In 2019, staff were approved by Council to implement an Illegal Land Use Enforcement Taskforce with the objective of addressing the growing illegal land use issues related to the parking and storage of tractor trailers and commercial vehicles. This includes all property types in the Town, both those of a smaller scale (e.g., one or two trucks parked on rural properties), as well as those properties with a larger commercial operation. To effectively address the scope and scale of the issue, it was determined that staff would take a proactive approach to identify properties where the parking and storage of tractor trailers and commercial vehicles exist rather than relying solely on a complaint-based method and engage in education and enforcement. The dedicated resources allocated for this initiative included the following staff compliment; two (2) Municipal Law Enforcement Officers, one (1) assistant Town Solicitor and one (1) coordinator. Due to the Covid-19 Pandemic, implementation of this dedicated staff group was delayed until July 2021. Since that time, they have been actively involved in undertaking proactive educational and enforcement efforts.

### **Education and Communication Strategy**

As part of the initiative to address the illegal land use issue, staff engaged with an external consultant to develop a public education and strategic communications strategy in consultation with our Communications staff. The objective of the strategy is to effectively educate external stakeholders and property owners on the Town's land use policies and Zoning By-law; the types of properties on which the parking and storage of tractor trailers and commercial vehicles are permitted; the processes that must be followed to be in compliance with the applicable regulations; and updated enforcement efforts undertaken by enforcement staff assigned to this initiative. The result of this effort was the creation of a guide that provides an easy-to-understand explanation of the Zoning By-laws as it

relates to truck parking and storage along with the actions being taken by the Town with respect to enforcing these rules.

Along with the production of this guide, staff continue to utilize a variety of communication tactics to help inform residents and operators of illegal truck storage facilities of the rules and consequences for violating the Town's By-laws. These efforts include:

- a month-long radio campaign on Parvasi radio,
- resident focused social media campaign,
- numerous media releases highlighting successful outcomes through the courts
- media interviews and responses

**Enforcement Efforts**

As previously referenced the commencement of proactive enforcement efforts began in July 2021 with the Officers conducting inspections on properties that had been previously identified by residents or Town staff as possibly having illegally stored trucks. Since then, Officers have investigated over 310 properties for potential illegal truck storage violations occurring (see Figure 1 for illustration of location of properties investigated).

**Figure 1:** Location of properties investigated



Over 137 enforcement actions have been commenced because of these investigations. Depending on the severity of the By-law contraventions different enforcement actions were employed to seek compliance with the Town's By-laws. These enforcement actions

include the issuance of letters notifying the property owner of the By-law contravention(s), issuance of tickets, laying of charges or seeking court injunctions. While voluntary compliance has been achieved for some of the properties there are 36 properties where the matters are still before the courts.

While the overall enforcement objective is to achieve compliance with the Town's By-laws, the Town seeks meaningful financial penalties for those property owners who willfully ignore the Town's By-laws or do not voluntarily come into compliance. Through the combined efforts of the Officers (who are employing additional investigative techniques to provide stronger evidence) and Legal staff (who can educate and demonstrate in Court of the severity of these offences) the Courts are now imposing very significant fine amounts when a defendant is found guilty of a violation related to an illegal trucking operation. The Courts have the sole discretion in determining the fine amounts and staff have been successful in achieving fine amounts between \$35,000 - \$50,000 dollars which is the maximum amount prescribed in the *Planning Act*. To date the total amount of fines levied by the courts has been over \$350,000.00. Along with these significant fine amounts the Courts are also starting to issue Prohibition Orders. Prohibition Orders are a Court directive for the convicted party to cease using the property in noncompliance with the Order effective the date the Order is issued. Should the prohibition use continue then the Enforcement Team may lay charges for failing to comply with an Order, which would result in fines that could be imposed daily. This can result in significant consequences for the owner/operator as these daily fines can become financially onerous depending on how long the property remains noncompliant.

In addition to these court charges the Town has been successful in obtaining Superior Court issued injunctions against some of the most egregious illegal trucking operations and to date there have been 3 successful court injunctions issued for the following properties:

- 6086 Mayfield Road
- 6186 Mayfield Road
- 6230 Mayfield Road (all illegally stored vehicles have been removed from this property – see Schedule A).

While these injunctions are a very powerful enforcement tool, they are very costly for the Town to instigate and carry through the Court systems and can in some instances be a slow process, taking up to a year or beyond to achieve a Superior Court decision and Order. Along with these Zoning related enforcement actions staff have also undertaken actions to achieve compliance with the Town's other By-laws, such as the Traffic By-law and the Fill By-law, where possible and warranted. This includes actions such as placing concrete barriers on the Town's right-of-way when illegal entrances have been created



(see Figure 2) with intent of preventing the continued unpermitted use of the Town's right-of-way or the removal of illegally placed fill.

**Figure 2: Example of physical enforcement action**



Along with physical actions being taken such as the placement of barriers or removal of illegally placed fill, another action undertaken to help reduce the cost advantage of operating illegally has been to inform the Municipal Property Assessment Corporation (MPAC) through Finance staff of changes in use of the property and have the property reassessed. Often, illegal operators are surreptitiously converting farm properties to commercial properties and by informing MPAC of the actual use of the property appropriate taxes can be levied, ensuring equal treatment for legal and illegal operators. To date there have been 25 properties reassessed and this has resulted in more than a \$384,000 increase in the tax levy for these properties; another 24 properties are still waiting to be reassessed. Staff also regularly inform our contacts at the Canadian Revenue Agency (CRA) of these operations as we have found that there is a significant amount of cash transactions between the vehicle operators storing their vehicles on the property and the operators of these yards. Staff also regularly communicate with other enforcement agencies such as the Toronto and Region and Conservation Authority (TRCA), Ontario Ministry of Transportation (MTO), Ministry of Environment, Conservation and Parks (MECP), and the Electrical Safety Authority (ESA) on these illegal operations and coordinate our enforcement efforts with them as much as possible.

### **Current Challenges and Solutions**

Illegal land uses are not just restricted to illegal trucking operations/storage facilities but other uses such as event centres, institutional uses or places of worship are becoming more common in Caledon. These illegal uses all have significant impacts on adjacent property owners due to the disturbances created and non-compatibility with adjacent

residential properties or road safety. Therefore, it is recommended that this taskforce's enforcement mandate be expanded to include these other types of illegal land uses and not just focused solely on the illegal trucking land uses. While this change to the mandate will not have an immediate impact on the staff compliment it will re-enforce the work the team is doing and enable them to utilize their enforcement/legal skills on these complex files. The investigative and enforcement tools used for the illegal trucking uses are identical to the ones used for these other types of illegal uses and they are all regulated by the same provincial legislation and municipal regulations (ie. *Planning Act* and *Zoning By-law*) as well as the same enforcement challenges while pursuing compliance amongst non-compliant property owners.

Prosecution matters can typically take months and sometimes years to resolve and while the matter is being dealt with through the Courts, the illegal operation continues to make money for the operator. Also, while the fine amounts being ordered by the Courts are increasingly significant, for some of the larger illegal operations these fines are just considered the "cost of doing business". More robust and efficient enforcement measures are needed if the Town is to be successful in combatting these illegal operations. These suggested new enforcement measure need to include more significant financial penalties prescribed in the *Planning Act* including special fines provisions. Currently, the maximum fine amounts are as follows:

- An individual is liable to a fine of not more than \$25,000 upon first conviction and on a subsequent conviction, not more than \$10,000 for each day in which the contravention has continued after the day in which the person was initially convicted.
- A corporation is liable to fines of not more \$50,000 upon first conviction and not more than \$25,000 for each day in which the contravention has continued after the day in which the corporation was initially convicted.

It should be noted that directors or officers of corporations can also be charged and if found guilty of the charges they would be subject to the same penalty provisions as an individual.

In view of the revenues being generated from some of these large illegal operations the maximum fine amounts should be doubled, and special fine provisions like those found in the *Municipal Act* should also be introduced in the legislation. A special fine amount would enable a Court to levy a fine higher than the maximum amount prescribed in the legislation in circumstances where there has been an economic advantage or gain by violating the *Zoning By-law*. An example of this is in the Town's *Business Licensing By-law* which has a special fine provision that states, "a special fine equal to the amount of the economic gain may be imposed".

In addition to these increased fines the Town needs further enhanced enforcement powers including the authority for the municipality to bar entry to the property in circumstances where the illegal land use is occurring and it is having significant detrimental impacts on adjacent properties/occupants, the environment or creating unsafe situations such as traffic safety. These enhanced enforcement powers should be like the ones that currently exist in the provincial *Cannabis Control Act* in terms of that authority to issue a closure order along with the authority to physically block or restrict access to the property. Recognizing that this type of enforcement authority is very significant it is necessary to also have an appeal mechanism which property owners or tenants can avail themselves of when such orders and actions are taken, or the property owner has removed the illegal use. This appeal process should be through the Superior Court of Justice so that a hearing by a Judge can be held and the Judge should have the authority to confirm, modify or rescind a closure order. Implementation of such powers would be extremely effective and efficient in addressing illegal land uses such as the ones that are currently occurring in Caledon.

It needs to also be understood that even if the province was to implement these additional enforcement provisions there is a clear need for proper truck parking/storage facilities within the Town. Currently the Town's Zoning By-law does not permit such a use and considering the number of logistic facilities that have been constructed in the Town and the volume of new ones that are slated to be built both within and within proximity to the Town then this need will only continue to grow. Having clear land use designations in the most appropriate locations in the Town along with the necessary performance standards to mitigate the impacts these uses may have will help reduce the volume of illegal operations especially when combined with a very robust enforcement program regarding the illegal operations.

### **Recommended Advocacy to Combat Illegal Land Use Issues**

Staff are recommending that the Town advocate to the Province to support municipalities in efforts to combat illegal land use issues through the following means:

- Amend the *Municipal Act* to enable municipalities to physically bar entry to properties where illegal land uses that have significant detrimental impacts on adjacent residential properties, the environment or create unsafe situations.
- Increase the maximum penalty amounts in the *Planning Act* to \$50,000 for an individual upon conviction and on a subsequent conviction, not more than \$25,000 for each day in which the contravention has continued after the day in which the person was initially convicted.
- Include provisions to ensure a corporation is liable to fines of not more \$100,000 upon first conviction and not more than \$50,000 for each day in which the

contravention has continued after the day in which the corporation was initially convicted.

### **Summary**

Constant and undeterred enforcement efforts by both the Municipal Law Enforcement division and the Legal division is achieving the results that were envisioned when Council approved the creation of this dedicated Enforcement initiative. This success can be directly attributed to the professionalism and commitment of the staff and the leadership who have been assigned to this endeavour. Even though it will take time to achieve compliance with some of the more flagrant contraveners, staff will utilize all the enforcement tools provided for in the *Planning Act* along with other legal remedies as we work towards achieving compliance amongst these non-compliant property owners.

### **FINANCIAL IMPLICATIONS**

Financial implications are contained throughout this report.

### **COUNCIL WORK PLAN**

Subject matter is not relevant to the Council Workplan.

### **ATTACHMENTS**

Schedule A: Illustration showing the successful enforcement action at 6230 Mayfield Road

Schedule A to Staff Report 2023-0327





Legislative Services  
99 Advance Ave Napanee, ON K7R 3L4 TEL 613-354-3351 [www.greaternapanee.com](http://www.greaternapanee.com)

July 6, 2023

The Honourable Doug Ford  
Premier of Ontario  
Premier's Office, Room 281  
Legislative Building  
Queen's Park, Toronto, ON M7A 1A1

**Re: Women of Ontario Say No - Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement**

Dear Premier Ford,

Please be advised that the Council of the Town of Greater Napanee passed the following resolution at its regular session meeting of June 27, 2023:

*RESOLUTION #347/23: Pinnell Jr., Hicks*

That Council receive for information the request from Women of Ontario Say No;

And further, that the Council of the Town of Greater Napanee supports and endorses the call from Women of Ontario Say No for legislative change to improve municipal codes of conduct and their enforcement.

CARRIED

Please do not hesitate to contact me at [jwalters@greaternapanee.com](mailto:jwalters@greaternapanee.com) if you require any further information with respect to this resolution.

Sincerely,

Jessica Walters  
Clerk

cc. Hon. Steve Clark, Minister of Municipal Affairs and Housing  
Hon. Ric Breese, MPP, Hastings-Lennox & Addington  
Hon. Charmaine Williams, Associate Minister of Women's Social and Economic Opportunity  
Colin Best, President of the Association of Municipalities of Ontario  
All Ontario Municipalities



## **SPECIAL GENERAL ISSUES COMMITTEE REPORT 23-020**

9:30 a.m.

June 27, 2023

Council Chambers

71 Main Street West, Hamilton, Ontario

**Present:** Mayor A. Horwath Chair (Chair)  
Deputy Mayor C. Kroetsch  
Councillors J. Beattie, C. Cassar, B. Clark, J.P. Danko, M. Francis,  
T. Hwang, T. McMeekin, N. Nann, E. Pauls, M. Spadafora, M. Tadeson,  
A. Wilson, and M. Wilson

**Absent:** Councillor T. Jackson - Personal

### **THE GENERAL ISSUES COMMITTEE PRESENTS REPORT 23-020 AND RESPECTFULLY RECOMMENDS:**

#### **1. Setting Council Priorities (Item 4.1)**

WHEREAS, Hamiltonians will benefit most from a Council that, as a whole, sets out clear priorities;

WHEREAS, urgent needs in our communities will be addressed more quickly and efficiently by a council that is working together to make tangible progress on our most pressing challenges and opportunities; and

WHEREAS, this Council will be able to more effectively direct staff work and get results for Hamiltonians by setting out clear priorities for the term;

THEREFORE, BE IT RESOLVED:

- (a) That Council adopt the following 3 Priorities for the 2022 – 2026 Term of Council:
- Sustainable Economic & Ecological Development
  - Safe & Thriving Neighbourhoods
  - Working of City Hall & Transparency in Municipal Government

- (b) That Council adopt the 9 outcomes identified under the 3 Council Priorities:
- Reduce the burden on residential tax payers
  - Climate Change/Decarbonization Progress
  - Protection of Green Spaces & Water
  - Increase in Housing Units for All & Reduce Homelessness
  - Improved Mobility, Accessibility & Road Safety
  - New Budget Process Implemented
  - Improved Public Engagement
  - Efficient Customer Service & Communication
  - Employer of Choice
- (c) That Council approve the 20 draft measures of success identified (Appendix “A” to Special General Issues Committee Report 23-020 - Council Priorities, Outcomes & Measures of Success) to focus action planning, organizational enablement and priority management for the remainder of the Term of Council.

**FOR INFORMATION:**

**(a) APPROVAL OF AGENDA (Item 2)**

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

The agenda for the June 27, 2023 Special General Issues Committee meeting, was approved, as presented.

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

There were no declarations of interest.

**(c) PRESENTATIONS (Item 4)**

**(i) Setting Council Priorities (Item 4.1)**

Anil Gupta, from Anil Gupta and Partners, provided the Committee with a presentation and facilitated the Setting Council Priorities discussion.

The presentation from Anil Gupta, from Anil Gupta and Partners, was received.

The Mayor relinquished the Chair and introduced the motion respecting Setting Council Priorities.

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

The Mayor assumed the Chair.



**(d) ADJOURNMENT (Item 6)**

There being no further business, the General Issues Committee adjourned at 12:03 p.m.

Respectfully submitted,

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Mayor Andrea Horwath  
Chair, General Issues Committee

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Angela McRae  
Legislative Coordinator  
Office of the City Clerk

## Council Priorities, Outcomes & Measures of Success

### Council Priority: Sustainable Economic & Ecological Development

#### **Reduce the burden on residential tax payers**

- Increase new Commercial and Industrial construction by 1.4 million square feet and \$500 million in construction value per year with an ecological and economic lens
- Review and adjust our planning and economic development processes to increase the tax productivity of land within the Municipality with the specific outcome to reduce the tax burden on residential tax payers.
- Create ecosystems and supports that will build a breeding ground to leverage and facilitate the growth of businesses, from start-ups to large industry, in key sectors identified in the 2021-2025 Economic Development Action Plan, including Advanced Manufacturing, Agribusiness and Food Processing, Creative Industries, Finance, Insurance and Real Estate (FIRE), Goods Movement, ICT & Digital Media, Life Sciences and Tourism Industry)

#### **Climate Change/Decarbonization Progress**

- Accelerate the City’s current Climate Change Action Plan goal of a 50% reduction in total Corporate greenhouse gas (GHG) emissions from 2005 Baseline by 2030, to achieve a 55% reduction by the end of 2026
- Increase urban tree canopy coverage by 2% by the end of 2026, by targeting 20,000 tree plantings per year, to move toward the goal of achieving the City’s Urban Forest Strategy target of 40% urban tree canopy coverage by 2050, prioritizing planting in neighborhoods with the greatest need
  - Tree planting priority analysis, based on Neighbourhood Tree Equity Scores, to be completed by mid-2024

#### **Protection of Green Spaces & Water**

- Increase in municipally and publicly owned natural areas, parks & public spaces (hectares)
  - Inventory to be completed by mid-2024; inventory will determine 2026 target
- Accelerate the proposed Watershed Action Plan for Council approval in 2024, followed by implementation, in order to support the delisting of Hamilton Harbour as an International Joint Commission Area of Concern

### Council Priority: Safe & Thriving Neighbourhoods

#### **Increase in Housing Units for All & Reduce Homelessness**

- Facilitate the approval of 20,000 new housing units by the end of 2026, with one third being available as rental units, and including at least 10% affordable and/or permanently supportive housing units
- Preserve and maintain affordable rental stock in the private market, in addition to the 13,124 units in the non-profit sector and/or community housing.
  - Metric related to private market to be developed with the Canadian Housing Evidence Collaborative by Q4 2023
- Reduce the number of individuals who are actively homeless by 30% and facilitate increased capacity within the shelter system by the end of 2026

## Council Priorities, Outcomes & Measures of Success

### Improved Mobility, Accessibility & Road Safety

- Achieve Vision Zero annually
- More than double the pace of construction of new and upgraded active transportation facilities (separated bikeways, connected bikes lanes and paved multi-use pathways) from approximately 15 km per year to 40 km per year
- Increase transit ridership to pre-pandemic numbers by end of 2026, while improving accessibility for all

### Council Priority: Working of City Hall & Transparency in Municipal Government

#### New Budget Process Implemented

- Develop a plan to transition to a revised budget process, beginning in the 2025 budget year, that:
  - Emphasises long-term financial planning through asset management principles
  - Considers equity and carbon budgeting principles
  - Is accessible, prioritizes public engagement and promotes transparency
  - Shifts timing of budget approval from early Q2 to mid Q1 annually
  - Integrates current operating, capital and rate budgets into 2 annual budgets (Water, Wastewater and Stormwater Rate Supported budget and a Tax Supported budget)

### Improved Public Engagement

#### *(metrics TBD as part of Public Engagement Policy & Framework report Dec 2023)*

- Consistency in corporate-wide application of enterprise public engagement policies and practices
- Improved access and reduced barriers to participation for public engagement activities

### Efficient Customer Service & Communication

- Establish an enterprise customer service strategy by Q1 2026 that would lead to the measurement and tracking of 100% of customer interactions and implementation of enterprise customer service standards, shifting the organization culture to be more responsive and creative
- Implement customer centered design for all City initiatives through the implementation of the City's Digital Strategy

### Employer of Choice

- Corporate wide voluntary turnover rate (does not include involuntary or retirements) maintained at 7% or less, in line with industry standards
- Improve decline job offer rate
  - Currently not tracked; baseline to be set in 2024
- Improve the Employee Engagement Index in the 2024 Our People Survey (data: 2021 69.1%; 2017 69.2%)



## **SPECIAL GENERAL ISSUES COMMITTEE REPORT 23-021**

9:30 a.m.

June 28, 2023

Council Chamber

71 Main Street West, Hamilton, Ontario

**Present:** Mayor A. Horwath Chair  
Deputy Mayor C. Kroetsch (Chair)  
Councillors J. Beattie, C. Cassar, B. Clark, J.P. Danko, M. Francis, T. Hwang, T. McMeekin, N. Nann, M. Spadafora, M. Tadeson, A. Wilson and M. Wilson

**Absent**

**With regrets:** Councillor T. Jackson – Personal  
Councillor E. Pauls - Personal

### **THE GENERAL ISSUES COMMITTEE PRESENTS REPORT 23-021 AND RESPECTFULLY RECOMMENDS:**

**1. City of Hamilton Watershed Action Plan Update (PW19008(u)) (City Wide)**

That Report PW19008(u) respecting City of Hamilton Watershed Action Plan Update, be received.

### **FOR INFORMATION:**

**(a) APPROVAL OF AGENDA (Item 2)**

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

**4. COMMUNICATIONS**

4.1 Correspondence respecting Item 7.2, Stormwater Funding Review (FCS22043(b)):

(b) Larissa Fenn, Vice President, Corporate Affairs, Hamilton Oshawa Port Authority

- (c) Peter Oddi, P. Eng, McAsphal Industries Limited
- (d) Gino Becerra, Vice-president, Ontario, QSL
- (e) Steve Hagen, Hamilton Terminal Manager, Agrico Canada
- (f) Greg Dunnett, President and CEO, Hamilton Chamber of Commerce
- (g) Geoffrey Knapper, General Manager, Hamilton Industrial Environmental Association
- (h) Michelle Diplock, Manager of Planning and Government Relations, West End Home Builders' Association

Recommendation: Be received and referred to consideration of Item 7.2.

## **5. DELEGATION REQUESTS**

- 5.1 Delegation Requests respecting Item 7.1 City of Hamilton Watershed Action Plan Update (PW19008(u)):
  - (b) Chris McLaughlin, Bay Area Restoration Council (In-Person)
  - (c) Tys Theijsmeyer, Royal Botanical Gardens (In-Person)
- 5.2 Delegation Requests respecting Item 7.2 Stormwater Funding Review (FCS22043(b)):
  - (a) Gavin Smuk (In-Person)
  - (b) Ann Marie Reid, Twenty Place - Storm Water Management Pond's Chair (In-Person)
  - (c) Larry Freeman (In-Person)

The agenda for the June 28, 2023 Special General Issues Committee meeting, was approved, as amended.

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

There were no declarations of interest.

### **(c) COMMUNICATIONS (Item 4)**

The following communication items, were approved, as presented:

- (i) Correspondence respecting Item 7.2, Stormwater Funding Review (FCS22043(b)) (Item 4.1):
  - (1) Connie Barry (Item 4.1(a))

- (2) Larissa Fenn, Vice President, Corporate Affairs, Hamilton Oshawa Port Authority (Added Item 4.1(b))
- (3) Peter Oddi, P. Eng, McAsphal Industries Limited (Added Item 4.1(c))
- (4) Gino Becerra, Vice-president, Ontario, QSL (Added Item 4.1(d))
- (5) Steve Hagen, Hamilton Terminal Manager, Agrico Canada (Added Item 4.1(e))
- (6) Greg Dunnett, President and CEO, Hamilton Chamber of Commerce (Added Item 4.1(f))
- (7) Geoffrey Knapper, General Manager, Hamilton Industrial Environmental Association (Added Item 4.1(g))
- (8) Michelle Diplock, Manager of Planning and Government Relations, West End Home Builders' Association (Added Item 4.1(h))

Recommendation: Be received and referred to consideration of Item 7.2.

**(d) DELEGATION REQUESTS (Item 5)**

The following Delegation Requests, were approved for today's meeting:

- (i) Delegation Requests respecting Item 7.1, City of Hamilton Watershed Action Plan Update (PW19008(u)):
  - (1) Kristin O'Connor, Hamilton Harbour Remedial Action Plan (In-Person) (Item 5.1(a))
  - (2) Chris McLaughlin, Bay Area Restoration Council (In-Person) (Added Item 5.1(b))
  - (3) Tys Theijsmeijer, Royal Botanical Gardens (In-Person) (Added Item 5.1(c))
- (ii) Delegation Requests respecting Item 7.2 Stormwater Funding Review (FCS22043(b)):
  - (1) Gavin Smuk (In-Person) (Added Item 5.2(a))
  - (2) Ann Marie Reid, Twenty Place - Storm Water Management Pond's Chair (In-Person) (Added Item 5.2(b))

- (3) Larry Freeman (In-Person) (Added Item 5.2(c))

**(e) DELEGATIONS (Item 6)**

- (i) The following Delegates addressed the Committee respecting Item 7.1, City of Hamilton Watershed Action Plan Update (PW19008(u)):

- (1) Kristin O'Connor, Hamilton Harbour Remedial Action Plan (In-Person) (Added Item 6.1(a))
- (2) Chris McLaughlin, Bay Area Restoration Council (In-Person) (Added Item 6.1(b))
- (3) Tys Theijnsmeijer, Royal Botanical Gardens (In-Person) (Added Item 6.1(c))

Tys Theijnsmeijer, Royal Botanical Gardens, was provided with an additional five (5) minutes, for his delegation.

The following Delegations respecting Item 7.1, City of Hamilton Watershed Action Plan Update (PW19008(u)), were received:

- (1) Kristin O'Connor, Hamilton Harbour Remedial Action Plan (In-Person) (Added Item 6.1(a))
- (2) Chris McLaughlin, Bay Area Restoration Council (In-Person) (Added Item 6.1(b))
- (3) Tys Theijnsmeijer, Royal Botanical Gardens (In-Person) (Added Item 6.1(c))

- (ii) The following Delegates addressed the Committee respecting Item 7.2, Stormwater Funding Review (FCS22043(b)):

- (1) Gavin Smuk (In-Person) (Added Item 6.2(a))
- (2) Ann Marie Reid, Twenty Place - Storm Water Management Pond's Chair (In-Person) (Added Item 6.2(b))
- (3) Larry Freeman (In-Person) (Added Item 6.2(c))

The following Delegations respecting Item 7.2, Stormwater Funding Review (FCS22043(b)), were received:

- (1) Gavin Smuk (In-Person) (Added Item 6.2(a))

- (2) Ann Marie Reid, Twenty Place - Storm Water Management Pond's Chair (In-Person) (Added Item 6.2(b))
- (3) Larry Freeman (In-Person) (Added Item 6.2(c))

**(f) STAFF PRESENTATIONS (Item 7)**

**(i) City of Hamilton Watershed Action Plan Update (PW19008(u)) (City Wide) (Item 7.1)**

Tim Crowley, Senior Project Manager, Watershed Management, provided the Committee with a presentation respecting the City of Hamilton Watershed Action Plan Update (PW19008(u)) (City Wide).

The presentation respecting the City of Hamilton Watershed Action Plan Update (PW19008(u)) (City Wide), was received.

For disposition of this matter, refer to Item 1.

The Committee recessed for 30 minutes, until 1:15 p.m.

**(ii) Stormwater Funding Review (FCS22043(b)) (City Wide) (Item 7.2)**

The Chair advised Committee that an advertisement was placed in the newspaper advising members of the public of today's Special General Issues Committee and the Stormwater Funding Review. In addition, Public Notice was posted on the City's Website at Hamilton.ca inviting individuals to submit written comments or delegation requests for today's meeting.

- (a) Brian McMullen, Director, Financial Planning, Administration and Policy introduced staff and external consultants: John Savoia, Senior Policy Advisor, Nancy Hill, Project Manager, AECOM, and Mike Gregory, Sub-Consultant, AECOM, who provided the Committee with a presentation respecting the Stormwater Funding Review (FCS22043(b)) (City Wide).

The presentation respecting Stormwater Funding Review (FCS22043(b)) (City Wide), was received.

- (b) The following Motion was DEFEATED:

That the consideration of the Stormwater Rate Structure as outlined in Appendix "A" to Report FCS22043(b), be DEFERRED until such time as a fulsome consultation with the Hamilton Wentworth Federation of Agriculture, Ontario Federation of Agriculture, other farm organizations,



Agricultural and Rural Affairs Sub-Committee and the broader public has been completed.

- (c) The following resolution was considered by Council at its special meeting of June 28, 2023:

**Stormwater Funding Review (FCS22043(b)) (City Wide)**

- (a) That the Stormwater Rate Structure as outlined in Appendix "A" to Report FCS22043(b) be approved effective September 1, 2025;
- (b) That staff develop the 2025-2034 Rate Supported Budget incorporating the Stormwater Rate Structure;
- (c) That property tax levy funding related to stormwater expenditures to be funded by the new stormwater rate structure, be transferred to the Climate Change Reserve and applied to climate change / environmental initiatives in conjunction with the introduction of the Stormwater Rate Structure;
- (d) That staffing requirements for the Stormwater Rate Structure once implemented be referred to the 2025 Rate Supported Budget;
- (e) That the City Solicitor be authorized and directed to prepare all necessary by-laws, for Council approval, in order to implement Recommendations (a) through (d) of Report FCS22043(b);
- (f) That staff develop and report back regarding the implementation of a Stormwater Incentives Program;
- (g) That staff develop and implement a communication strategy to advise property owners of the Stormwater Rate Structure to be implemented;
- (h) That the single source procurement of AECOM Canada Ltd as external consultants for the Stormwater Funding implementation, pursuant to Procurement Policy #11 – Non-competitive Procurements be approved;
- (i) That the General Manager, Finance and Corporate Services, be authorized to negotiate, enter into and execute a contract and any ancillary documents required to procure AECOM Canada Ltd as the consultant to support the implementation of the Stormwater Rate Structure in a form satisfactory to the City Solicitor;

- (j) That the implementation of the Stormwater Rate Structure with an upset limit of \$500,000, be funded from the Stormwater Reserve (108010);
- (k) That the subject matter respecting an assessment of steps and resources required to implement a dedicated user fee for stormwater, be identified as complete and removed from the General Issues Committee Outstanding Business List.

**(g) ADJOURNMENT (Item 8)**

There being no further business, the General Issues Committee meeting was adjourned at 4:01 p.m.

Respectfully submitted,

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Deputy Mayor Cameron Kroetsch  
Chair, General Issues Committee

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Janet Pilon  
Acting City Clerk  
Office of the City Clerk



Hamilton

**SELECTION COMMITTEE  
FOR  
AGENCIES, BOARDS AND SUB-COMMITTEES  
REPORT 23-005  
8:00 a.m.  
Thursday, June 29, 2023  
Room 192, 1<sup>st</sup> Floor  
City Hall**

**Present:** Councillors C. Cassar (Chair), B. Clark, N. Nann, M. Tadeson, A. Wilson and M. Wilson

**Absent  
with regrets:** Councillors T. Jackson – Personal; Councillor C. Kroetsch – City Business

**THE SELECTION COMMITTEE PRESENTS REPORT 23-005 AND RESPECTFULLY RECOMMENDS:**

1. **Applicant Interviews to the City of Hamilton's Agencies, Boards and Sub-Committees (Item 5.1)**
  - (a) That the directions to staff in Closed Session, be approved; and
  - (b) That the details of the applicant interviews remain confidential.

**FOR INFORMATION:**

**(a) CHANGES TO THE AGENDA (Item 1)**

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

The agenda for the June 29, 2023 meeting of the Selection Committee for Agencies, Boards and Sub-Committees was approved, as presented.

**(b) DECLARATIONS OF INTEREST (Item 2)**

There were no Declarations of Interest.

**(c) APPROVAL OF MINUTES OF PREVIOUS MEETING (Item 3)**

**(i) June 19, 2023 (Item 3.1)**

The Minutes of June 19, 2023 were approved, as presented.

**(d) PRIVATE & CONFIDENTIAL (Item 5)**

The Committee moved into Closed Session for Item 5.1 respecting the Applicant Interviews to the City of Hamilton's Agencies, Boards and Sub-Committees pursuant to Section 9.3 sub-section (b) of the City's Procedural By-law 21-021, as amended, and Section 239(2) Sub-section (b) of the Ontario Municipal Act, 2001, as amended, as the subject matter pertains to personal matters about an identifiable individual, including City or local board employees.

**(i) Applicant Interviews to the City of Hamilton's Agencies, Boards and Sub-Committees (Item 5.1)**

For further disposition, refer to Item 1

**(e) ADJOURNMENT (Item 6)**

There being no further business, the Selection Committee adjourned at 1:48 p.m.

Respectfully submitted,

Councillor C. Cassar, Chair  
Selection Committee

Loren Kolar  
Legislative Coordinator  
Office of the City Clerk



## **GENERAL ISSUES COMMITTEE REPORT 23-022**

9:30 a.m.

July 10, 2023

Council Chambers, City Hall, 2<sup>nd</sup> Floor  
71 Main Street West, Hamilton, Ontario

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

**Absent:** Mayor A. Horwath – City Business

### **THE GENERAL ISSUES COMMITTEE PRESENTS REPORT 23-022 AND RESPECTFULLY RECOMMENDS:**

**1. 2022 Economic Development Action Plan Update (PED23095) (City Wide)  
(Item 8.1)**

That Report PED23095, respecting the 2022 Economic Development Action Plan Update, be received.

**2. Light Rail Transit Sub-Committee Report 23-002 - June 2, 2023 (Item 9.1)**

**(a) Hamilton Light Rail Transit (LRT) Governance Frameworks and  
Design Update (PED23139) (City Wide) (Item 8.1)**

That Report PED21139, respecting Hamilton Light Rail Transit (LRT) Governance Frameworks and Design Update, be received.

**(b) Hamilton Light Rail Transit (LRT) Agreements Update (PED23150)  
(City Wide) (Item 9.1)**

That Report PED23150, respecting Hamilton Light Rail Transit (LRT) Agreements Update, be received.

**3. Equity in the Emergency Plan (HSC23024) (City Wide) (Item 9.2)**

That Report HSC23024, Equity in the Emergency Plan, be received.

**4. Accessibility Updates to the Temporary Outdoor Patio Program (PED23108) (City Wide) (Item 9.3)**

That Report PED23108, Accessibility Updates to the Temporary Outdoor Patio Program, be received.

**5. Airport Sub-Committee Report 23-002 - June 26, 2023 (Item 9.4)**

**(a) APPOINTMENT OF CO-CHAIR (Item 1)**

That Councillor M. Spadafora be appointed as Co-Chair of the Airport Sub Committee on a rotating basis for the term of 2022-2026.

**(b) Committee Member Orientation Tour (Item 14.2)**

That the training respecting the Committee Member Orientation Tour, be received and remain confidential.

**6. Business Improvement Area (BIA) Sub-Committee Report 23-005 - May 9, 2023 (Item 9.5)**

That the Business Improvement Area (BIA) Sub-Committee Report 23-005 of May 9, 2023, be received for information.

**7. 41 South Street West, Dundas, Disposition Strategy (PED23151) (Ward 13) (Item 10.1)**

(a) That the use of a portion of the City-owned property at 41 South Street West by the Dr Bob Kemp Hospice, toward the creation of a paediatric hospice be approved;

(b) That City of Hamilton Staff work with the Ward Councillor's office to host two public consultations; one in the Fall of 2023 and the second in 2024 prior to staff reporting back to the General Issues Committee.

(c) That staff be authorized and directed to negotiate requisite agreements and work with Dr Bob Kemp Hospice (DBKH) to achieve a site design that explores the feasibility of both a Paediatric Hospice and additional housing for seniors to be located at 41 South Street West, Dundas, and to evaluate the feasibility of an ambulance station also being located there;

(d) That an allocation of up to \$100 K from Property Purchases and Sales Account No. 3561850200, to be used for joint site design work and site due diligence of 41 South Street West, Dundas, including but not limited to contributing toward shared costs of consultant(s) retained by Dr Bob

Kemp Hospice for the site design work and site due diligence, be approved;

- (e) That staff report back to General Issues Committee by end of Q2 2024 on the outcome of the negotiations with Dr Bob Kemp Hospice (DBKH), the outcomes of the public consultations, potential site design options satisfactory to all parties, and the terms and conditions for further consideration and approval

**8. Disaster Mitigation and Adaptation Fund Intake Three (FCS21090(b)) (City Wide) (Item 10.2)**

- (a) That the projects listed in Appendix “A” to Report FCS21090(b), totalling \$35.860 M, be approved as the City of Hamilton’s submission for consideration of the requested funding amount of \$12.910 M for the period from 2023 to 2033 in accordance with the terms and conditions associated with Infrastructure Canada’s Disaster Mitigation and Adaptation Fund Intake Three;
- (b) That should the City’s submission for the Disaster Mitigation and Adaptation Fund Intake Three program be approved by Infrastructure Canada, staff be directed to report back to the General Issues Committee to seek approval of a financing strategy, inclusive of future tax supported levy increases, for the City’s portion of approximately \$22.950 M related to eligible project costs between 2023 to 2033, as outlined in Appendix “A” to Report FCS21090(b), in accordance with the terms and conditions associated with the Disaster Mitigation and Adaptation Fund Intake Three;
- (c) That the Mayor and City Clerk be authorized and directed to execute any funding agreement(s) and ancillary documents required for the City to receive funding for the projects listed in Appendix “A” to Report FCS21090(b), through Infrastructure Canada’s Disaster Mitigation and Adaptation Fund Intake Three, in a form satisfactory to the City Solicitor;
- (d) That copies of Report FCS21090(b), respecting the Disaster Mitigation and Adaptation Fund Intake Three, be forwarded to local Members of Parliament.

**9. Disposition of Unopened Road Allowance (PED23132) (Ward 10) (Item 10.3)**

That Report PED23132, respecting the Disposition of Unopened Road Allowance and Confidential Appendix “B” to Report PED23132 (Item 14.2), be REFERRED to the July 14, 2023 Council meeting to allow for further comment from the City Solicitor.

**10. Business Improvement Area (BIA) Sub-Committee Report 23-006 - June 13, 2023 (Item 10.4)**

**(a) Appointment of Representative to the Open for Business Sub-Committee (Item 10.1)**

That Nadine Ubl, Barton Village Business Improvement Area, be appointed as the Representative from the Business Improvement Area (BIA) Sub-Committee to the Open for Business Sub-Committee for 2022-2026.

**(b) Barton Village Business Improvement Area Expenditure Request (Item 11.1)**

That the expenditure request from the Barton Village Business Improvement Area, in the amount of \$11,436.94 for beautification and art projects in the public realm to be funded from the Offset to the Shared Parking Revenue (Contribution from Reserve to Current Account 815010-47101), be approved.

**(c) Expanding the Temporary Outdoor Patio Program (Item 11.2)**

WHEREAS, on February 23, 2022, the City of Hamilton, approved the combining of the On-Street Patio Program with the Outdoor Dining District Program to become the Temporary Outdoor Patio Program;

WHEREAS, the former On-Street Patio Program allowed any business to apply for an on-street patio permit;

WHEREAS, the Temporary Outdoor Patio Program is limited to cafes, restaurants, and bars; and

WHEREAS, businesses within the Business Improvement Areas would like to be able to participate in the Temporary Outdoor Patio Program.

THEREFORE, BE IT RESOLVED:

That staff be directed to report back to the Planning Committee with recommendations on the feasibility of expanding the Temporary Outdoor Patio program to any business in advance of the 2024 patio season.



**11. Advisory Committee for Persons with Disabilities (ACPD) Report 23-006 - June 13, 2023 (Item 10.5)**

**(a) Strategic Planning Working Group Work Plan (Item 9.5(c))**

That the Strategic Planning Working Group Work Plan attached as Appendix "A" to the Advisory Committee for Persons with Disabilities Report, be approved.

**(b) Requirement to Include Inclusion, Diversity, Equity and Accessibility (IDEA) within Staff Reports (deferred May 9, 2023) (Item 12.1)**

WHEREAS, Council considered Report HUR19019(c), respecting an Equity, Diversity and Inclusion Framework Update, which updated the Equity, Diversity and Inclusion (EDI) Strategic Plan from EDI branding to Inclusion, Diversity, Equity and Accessibility (IDEA) branding;

WHEREAS, following Council approval on December 7, 2022, staff has laudably begun to embed the principles of IDEA in their internal processes;

WHEREAS, the incorporation of 'Accessibility' into the strategic document reinforces the importance of accessibility across the organization;

WHEREAS, the IDEA Strategic Plan was shared at the Advisory Committee for Persons with Disabilities at its October 11, 2022 meeting and was fully embraced by the Committee;

WHEREAS, the City's IDEA Strategic Plan's Priorities include Legislative and Policy Compliance; and

WHEREAS, the Advisory Committee for Persons with Disabilities believes that it is very important that Council (or any Committee of Council), in order to carry on its provincially empowered responsibilities, be presented with complete information in all reports introduced to Council by staff and that all reports include consideration of IDEA;

THEREFORE, BE IT RESOLVED:

- (a) That the Advisory Committee for Persons with Disabilities (ACPD) recommends that staff be directed to report back to the Governance Review Sub-Committee on implementing the following requirements within all reports to Committee or Council:
- (i) the inclusion of a new category, identified as 'IDEA' (Inclusion, Diversity, Equity and Accessibility), alongside Finance, Staffing, and Legal;

- (ii) the requirement for staff to consult with the ACPD (and other Advisory Committees where appropriate), or respond to requests from the ACPD to consult on matters where the elements of IDEA (particularly accessibility) clearly apply;
- (iii) where staff do not consult the ACPD in the composition of reports on matters which clearly contain elements of IDEA (particularly accessibility), such reports be referred back for consultation with the ACPD before any further action is taken by Council;
- (iv) where a representative of the ACPD makes a delegation to a Committee of Council and, as part of that delegation a request is made for a report to be referred to the ACPD, that such requests will be respected unless IDEA clearly does not apply; and
- (v) any consultation that includes the ACPD (and other Advisory Committees where appropriate), comments, opinions and recommendations, should be included in all reports under the heading 'RELEVANT CONSULTATION', in addition to any redress by staff of the ACPD's consultation.

**(c) Attendance at the National Conference on Ending Homelessness, November 8-10, 2023 (Item 12.2)**

WHEREAS, the Canadian Alliance to End Homelessness is hosting the National Conference on Ending Homelessness, November 8 – 10, 2023, in a hybrid format, offering the option to register for in person in Halifax or remote participation;

WHEREAS, the Advisory Committee for Persons with Disabilities recognizes there are concerns related to escalating costs of disabilities and barriers to social inclusion that can result in homelessness, as expressed in its correspondence to Hamilton's General Issues Committee, dated July 21, 2022; and

WHEREAS, interest has been expressed by members of the Advisory Committee for Persons with Disabilities in participating remotely in the National Conference on Ending Homelessness, November 8 – 10, 2023.

**THEREFORE, BE IT RESOLVED:**

That the registration fee for up to two Advisory Committee for Persons with Disabilities members to participate remotely in the National Conference on Ending Homelessness, November 8 – 10, 2023, hosted by

the Canadian Alliance to End Homelessness, to be funded from the Advisory Committee for Persons with Disabilities' 2023 approved budget for conferences and related travel expenses (ID# 300303), to an upset limit of \$700, be approved.

**(d) Approval for Media and Website for the Advisory Committee for Persons with Disabilities' "Ability First" Event – September 28, 2023**

WHEREAS, the Outreach Working Group of the Advisory Committee for Persons with Disabilities is organizing an event "Ability First" in the Forecourt of City Hall on September 28th, 2023 from 11:00 a.m. until 3:00 p.m. to promote accessibility for all, no matter your ability;

WHEREAS, Ability First will be an interactive event and attracting people to attend will be a key component to its success;

WHEREAS, the media and website currently in draft format require Council approval before release to the public;

WHEREAS, there are some details of the event that are still being finalized but the media's basic layout and website structure will not change much after approval; and

WHEREAS, any communication with the media requires Council's approval before it is released;

THEREFORE, BE IT RESOLVED:

- (a) That the draft media and website content, attached as appendices "A" through "I", for the Advisory Committee for Persons with Disabilities' "Ability First" event to be held on September 28th, 2023 from 11:00 a.m. until 3:00 p.m., be approved for release to the public and the media; and
- (b) That the organizers of the "Ability First" event, to be held September 28 from 11:00 a.m. to 3:00 p.m., be granted permission to make minor changes to the media and website content to reflect changes to the event planning, subject to the approval by the Outreach Working Group of the Advisory Committee for Persons with Disabilities.

**(e) Donation in Memory of Tom Manzuk (Item 14.4)**

That a donation in memory of Tom Manzuk to Food for Kids in the amount of \$200 from account #300303, to be facilitated by the Diversity and Inclusion Office, be approved.

**12. Update on Strategic Land Acquisition Plan Along the Hamilton Light Rail Transit (LRT) Corridor (PED23142) (Wards 1, 2, 3, 4 and 5) (Outstanding Business List Item) (Item 10.6)**

That Report PED23142, Update on Strategic Land Acquisition Plan Along the Hamilton Light Rail Transit (LRT) Corridor, be received.

**13. Downtown Entertainment District Annual Status Update (PED23175) (Ward 2) (Outstanding Business Item) (Item 10.7)**

That Report PED23175, Downtown Entertainment District Annual Status Update, be received.

**14. Disposition of Land in the City of Hamilton (Ward 10) (Item 14.4)**

**(Beattie/Francis)**

- (a) That the directions provided to staff in closed session respecting the Disposition of Land in the City of Hamilton (Ward 10), be approved; and
- (b) That the recommendations (a) to (e) be released publicly following approval by Council.

**15. Third Party Advertising on City Property (CM23017) (City Wide) – REVISED (Item 14.3)**

That Report CM23017, respecting Third Party Advertising on City Property, be received and remain confidential.

**16. General Litigation Update (LS23027) (City Wide) (Item 14.5)**

- (a) That the direction provided to staff in Closed Session be approved and remain confidential; and,
- (b) That Report LS23027, respecting General Litigation Update and all Appendices remain confidential.

**FOR INFORMATION:**

**(a) APPROVAL OF AGENDA (Item 2)**

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

**6. DELEGATION REQUESTS**

- 6.6 Karl Andrus, Hamilton Community Benefits Network, respecting Item 10.6 - Update on Strategic Land Acquisition Plan Along the

Hamilton Light Rail Transit (LRT) Corridor (PED23142) (Wards 1, 2, 3, 4 and 5) (In-Person) (For today's meeting)

6.7 Mark McNeil, ACPD, respecting Item 10.5 - Advisory Committee for Persons with Disabilities (ACPD) Report 23-006 - June 13, 2023 (In-Person) (For today's meeting)

6.8 PJ Mercanti, Hamilton Urban Precinct Entertainment Group, respecting an update on the activities and positive progress of our downtown entertainment district redevelopment initiative (In-Person) (For the August 14, 2023 Meeting)

## **12. NOTICES OF MOTION**

12.1 Ottawa Street BIA and Ottawa Street Pride Committee Public Art (Wards 3 and 4)

12.2 Revenue Sources to fund Council Priorities and Ongoing Operating and Capital Works

## **14. PRIVATE AND CONFIDENTIAL**

14.3 Third Party Advertising on City Property (CM23017) (City Wide) – REVISED

## **CHANGE TO THE ORDER OF THE AGENDA**

14.4 Disposition of Land in the City of Hamilton (Ward 10)

To be considered immediately following Item 14.2 - Confidential Appendix "B" to Item 10.1 - Disposition of Unopened Road Allowance (PED23132) (Ward 10)

The agenda for the July 10, 2023 General Issues Committee meeting, was approved, as amended.

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

Councillor M. Wilson declared a non-disqualifying interest to Item 7.2, the delegation from Karl Andrus, Hamilton Community Benefits Network, respecting Item 10.6 - Update on Strategic Land Acquisition Plan Along the Hamilton Light Rail Transit (LRT) Corridor (PED23142), as the Hamilton Community Foundation funds the Hamilton Community Benefits Network and her husband is CEO of Hamilton Community Foundation.

**(c) APPROVAL OF MINUTES OF PREVIOUS MEETINGS (Item 4)**

**(i)** The following minutes were approved, as presented:

- (1) June 14, 2023 (Item 4.1)
- (2) June 27, 2023 – Special (Item 4.2)
- (3) June 28, 2023 – Special (Item 4.3)

**(d) DELEGATION REQUESTS (Item 6)**

**(i)** The Delegation Requests were approved, as follows:

- (1) Paul Vermaat, White Star Group, respecting matters relating to lands in the West Harbour Stadium Precinct (In Person) (For a future meeting) (Item 6.1)
- (2) Doug Mattina, Director, Dr. Bob Kemp Hospice, respecting Item 10.1, 41 South Street West, Dundas, Disposition Strategy (PED23151) (Ward 13) (In Person) (For today's meeting) (Item 6.2)
- (3) David Farrar, President and Vice-Chancellor of McMaster University along with Ty Shattuck, CEO McMaster Innovation Park, would like to present an update to GIC on both institutions (In-Person) (For the November 1, 2023 GIC Meeting) (Item 6.3)
- (4) Stefan Sobolewski, Taras Bulba Ukraine Support 2022, to request financial support towards our upcoming Ukraine humanitarian aid missions (In-Person) (For a future meeting) (Item 6.4)
- (5) Jo-Ann Mattina, Biindigen Well-Being Centre, respecting an update on the Biindigen Well-Being Centre development and next steps (In-Person) (For a future meeting) (Item 6.5)
- (6) Karl Andrus, Hamilton Community Benefits Network, respecting Item 10.6 - Update on Strategic Land Acquisition Plan Along the Hamilton Light Rail Transit (LRT) Corridor (PED23142) (Wards 1, 2, 3, 4 and 5) (In-Person) (For today's meeting) (Added Item 6.6)
- (7) Mark McNeil, ACPD, respecting Item 10.5 - Advisory Committee for Persons with Disabilities (ACPD) Report 23-006 - June 13, 2023 (In-Person) (For today's meeting) (Added Item 6.7)

- (8) PJ Mercanti, Hamilton Urban Precinct Entertainment Group, respecting an update on the activities and positive progress of our downtown entertainment district redevelopment initiative (In-Person) (For the August 14, 2023 Meeting) (Added Item 6.8)

**(e) DELEGATIONS (Item 7)**

- (i) Doug Mattina, Director, Dr. Bob Kemp Hospice, respecting Item 10.1, 41 South Street West, Dundas, Disposition Strategy (PED23151) (Ward 13) (In Person) (Added Item 7.1)**

Danielle Zucchet, CEO of Dr. Bob Kemp Hospice and Rob Maclsaac, CEO and President of Hamilton Health Sciences, addressed the Committee respecting Item 10.1, 41 South Street West, Dundas, Disposition Strategy (PED23151) (Ward 13).

The delegate was provided with an additional 5 minutes to complete their delegation.

The Delegation from Danielle Zucchet, CEO of Dr. Bob Kemp Hospice and Rob Maclsaac, CEO and President of Hamilton Health Sciences, respecting Item 10.1, 41 South Street West, Dundas, Disposition Strategy (PED23151) (Ward 13), was received.

- (ii) Karl Andrus, Hamilton Community Benefits Network, respecting Item 10.6 - Update on Strategic Land Acquisition Plan Along the Hamilton Light Rail Transit (LRT) Corridor (PED23142) (Wards 1, 2, 3, 4 and 5) (In-Person) (Added Item 7.2)**

Karl Andrus, Hamilton Community Benefits Network, addressed the Committee respecting Item 10.6 - Update on Strategic Land Acquisition Plan Along the Hamilton Light Rail Transit (LRT) Corridor (PED23142) (Wards 1, 2, 3, 4 and 5).

The Delegation from Karl Andrus, Hamilton Community Benefits Network, respecting Item 10.6 - Update on Strategic Land Acquisition Plan Along the Hamilton Light Rail Transit (LRT) Corridor (PED23142) (Wards 1, 2, 3, 4 and 5), was received.

- (iii) Mark McNeil, ACPD, respecting Item 10.5 - Advisory Committee for Persons with Disabilities (ACPD) Report 23-006 - June 13, 2023 (In-Person) (Added Item 7.3)**

Mark McNeil, ACPD, addressed the Committee respecting Item 10.5 - Advisory Committee for Persons with Disabilities (ACPD) Report 23-006 - June 13, 2023.

The Delegation from Mark McNeil, ACPD, respecting Item 10.5 - Advisory Committee for Persons with Disabilities (ACPD) Report 23-006 - June 13, 2023, was received.

**(f) STAFF PRESENTATIONS (Item 8)**

**(i) 2022 Economic Development Action Plan Update (PED23095) (City Wide) (Item 8.1)**

Norm Schleeahn, Director, Economic Development provided the Committee with a presentation respecting Report PED23095, 2022 Economic Development Action Plan Update.

The staff presentation respecting Report PED23095, 2022 Economic Development Action Plan Update, was received.

For disposition of this matter, refer to Item 1.

**(g) DISCUSSION ITEMS (Item 10)**

**(i) 41 South Street West, Dundas, Disposition Strategy (PED23151) (Ward 13) (Item 10.1)**

The report was put on the floor as follows:

- (a) That the use of a portion of the City-owned property at 41 South Street West by the Dr Bob Kemp Hospice, toward the creation of a paediatric hospice be approved;
- (b) That staff be authorized and directed to negotiate requisite agreements and work with Dr Bob Kemp Hospice (DBKH) to achieve a site design that explores the feasibility of both a Paediatric Hospice and additional housing for seniors to be located at 41 South Street West, Dundas, and to evaluate the feasibility of an ambulance station also being located there;
- (c) That an allocation of up to \$100 K from Property Purchases and Sales Account No. 3561850200, to be used for joint site design work and site due diligence of 41 South Street West, Dundas, including but not limited to contributing toward shared costs of consultant(s) retained by Dr Bob Kemp Hospice for the site design work and site due diligence, be approved;
- (d) That staff report back to General Issues Committee by end of Q2 2024 on the outcome of the negotiations with Dr Bob Kemp Hospice (DBKH), potential site design options satisfactory to all



parties, and the terms and conditions for further consideration and approval

A new sub-section (b) to Report PED23151, respecting 41 South Street West, Dundas, Disposition Strategy, was added, with the remaining sub-sections being re-numbered, and sub-section (e) **was amended**, as follows:

**(b) That City of Hamilton Staff work with the Ward Councillor's office to host two public consultations; one in the Fall of 2023 and the second in 2024 prior to staff reporting back to the General Issues Committee.**

~~(b)~~(c) That staff be authorized and directed to negotiate requisite agreements and work with Dr Bob Kemp Hospice (DBKH) to achieve a site design that explores the feasibility of both a Paediatric Hospice and additional housing for seniors to be located at 41 South Street West, Dundas, and to evaluate the feasibility of an ambulance station also being located there;

~~(e)~~(d) That an allocation of up to \$100 K from Property Purchases and Sales Account No. 3561850200, to be used for joint site design work and site due diligence of 41 South Street West, Dundas, including but not limited to contributing toward shared costs of consultant(s) retained by Dr Bob Kemp Hospice for the site design work and site due diligence, be approved;

~~(d)~~(e) That staff report back to General Issues Committee by end of Q2 2024 on the outcome of the negotiations with Dr Bob Kemp Hospice (DBKH), **the outcomes of the public consultations**, potential site design options satisfactory to all parties, and the terms and conditions for further consideration and approval

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

**(ii) Disposition of Unopened Road Allowance (PED23132) (Ward 10) (Item 10.3)**

The consideration of Report PED23132, respecting Disposition of Unopened Road Allowance was DEFERRED until after the Closed Session portion of the meeting, to allow Committee to consider the Confidential Appendix "B" to Report PED23132.

For disposition of this matter, refer to Item 9.

**(iii) Recess**

The General Issues Committee recessed for 30 minutes until 12:45 pm.

**(iv) Update on Strategic Land Acquisition Plan Along the Hamilton Light Rail Transit (LRT) Corridor (PED23142) (Wards 1, 2, 3, 4 and 5) (Outstanding Business List Item) (Item 10.6)**

WHEREAS Report PED23142 "Update on Strategic Land Acquisition Plan Along the Hamilton Light Rail Transit (LRT) Corridor" has confirmed that the primary City and community need for land on the LRT corridor relates to the need for affordable housing; and

WHEREAS the Hamilton Community Benefits Network has undertaken, and continues to undertake, community engagement along the LRT corridor, which has resulted in the identification of potential community benefits that would entail property acquisition, such as additional greenspace;

THEREFORE BE IT RESOLVED:

- (a) That staff in the Housing Secretariat, the Corporate Real Estate Office, and the City's LRT Office review known and anticipated Metrolinx-acquired properties on the LRT corridor, as well as any City-owned properties, and identify potential prospects for future affordable housing development, including potential for land assembly to support future affordable housing development;
- (b) That staff in the City's LRT Office meet with the Hamilton Community Benefits Network to identify any specific or general land needs that could advance or implement some of the community priorities identified through the CBN's engagement efforts; and,
- (c) That staff report back to the Light Rail Transit (LRT) Sub-Committee with their findings.

For further disposition of this matter, refer to Item 12.

**(h) NOTICES OF MOTION (Item 12)**

Councillor N. Nann introduced the following Notice of Motion:

**(i) Ottawa Street BIA and Ottawa Street Pride Committee Public Art (Wards 3 and 4) (Added Item 12.1)**

WHEREAS, the City of Hamilton's strategic plan priority for Healthy and Safe Communities consists of a caring place that is safe and inviting, with people working together to care and support each other, which is inclusive

of the communities of people who are Two Spirit, lesbian, gay, bisexual, trans, queer, questioning, intersex, asexual, and those for whom letters cannot fully yet describe (2SLGBTQIA+);

WHEREAS, the City of Hamilton is committed to working with artists, businesses, and citizens in the ongoing development and implementation of art in public places to enhance our sense of community;

WHEREAS, the Ottawa Street BIA intends to hang 12 new mobiles, six on each side of Ottawa Street North, from May until September every year for the next five years, to signal to the 2SLGBTQIA+ community that they are recognized and cared for outside the boundary of Pride month celebrations;

WHEREAS, the art is a result of a project lead by the Ottawa Street Pride Committee and created as part of STEPS' I HeART Main Street initiative;

WHEREAS, the mobiles are designed by Riley Jamieson, a trans artist, and are a symbol of the joy of summer and of queer people working together to care and support each other;

THEREFORE, BE IT RESOLVED:

- (a) That \$1,500 be allocated from the Ward 3 Bell Tower Funds Non-Property Tax Revenue Account (3301609603) and \$1,500 from the Ward 4 Capital Discretionary Account (3302109400) to the Ottawa Street BIA toward costs associated with the installation of the 12 Pride mobiles; and
- (b) That the Mayor and City Clerk be authorized and directed to execute any required agreement(s) and ancillary documents, with such terms and conditions in a form satisfactory to the City Solicitor.

Councillor M. Wilson introduced the following Notice of Motion:

**(ii) Revenue Sources to fund Council Priorities and Ongoing Operating and Capital Works (Added Item 12.2)**

WHEREAS, Hamilton City Council has identified a set of priorities to guide its legislative agenda for the 2022-2026 term of Council;

WHEREAS, access to sufficient and sustainable revenue sources is critical to the city's ability to achieve these priorities along with ongoing operating, maintenance and capital programming needs;

WHEREAS, the fiscal framework within which Canadian municipalities work limits opportunities for local government to advance solutions at the scale required to address many of today's challenges, including but not limited to affordable and supportive housing, climate change mitigation, technology and an ageing infrastructure and population;

WHEREAS, Ontario municipalities like Hamilton are heavily reliant on property taxes as a source of revenue;

WHEREAS, property taxes are a regressive form of taxation;

WHEREAS, in 2021, Hamilton's taxes for a detached bungalow were 3.52% higher than municipalities with comparable populations, but 24.30% higher than a broader compactor group;

WHEREAS, municipalities are responsible for 60% of public infrastructure while collecting only 9 cents for every tax dollar collected in Ontario;

WHEREAS, municipalities continue to face the following challenges:

- Ongoing impacts related to the COVID-19 pandemic;
- Rising inflation and interest rates;
- Supply chain disruptions and tight labour supply;
- Increasing demand for services; and,
- Unanticipated legislative changes (such as Bill 23).

WHEREAS, the City of Hamilton directly invests a significant share of property tax revenues, in extensions of federal and provincial responsibilities, such as housing, social services, and health services;

WHEREAS, in the absence of other non-residential property tax revenue, property taxes will become less affordable for more people over the next few years while the need for local investments will continue to grow;

**THEREFORE, BE IT RESOLVED:**

That staff be directed to report back to the General Issues Committee the following information by Q1 2024:

- (a) A scan of revenue authorities contained in the Municipal Act, 2021 or other Provincial legislation that do not require the expressed permission of the Government of Ontario;
- (b) An inventory of revenue sources that are contained in the City of Toronto Act, 2006 but not contained in the Municipal Act, 2021; and,

- (c) A scan of municipal revenue tools in other jurisdictions that may be more progressive and could support in the achievement of this term of Council priorities and ongoing programming needs and any expressed permissions necessary to implement the strategies.

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

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

The amendments to the Outstanding Business List, be approved, as follows:

**(a) Items Considered Complete and Needing to be Removed (Item 13.1(a)):**

Correspondence from Janice M. Shearer, Director, Chair of the Board of Directors, Dr. Bob Kemp Hospice Foundation Inc., respecting to officially move into an exploratory phase by Dr. Bob Kemp Hospice, and with city staff, to examine the viability of the acquisition of land at 41 South St. W

OBL Item: 2023-A

Added: January 18, 2023 at GIC (Item 5.2)

Completed: July 10, 2023 at GIC (Item 10.1)

Temporary Outdoor Patio Program's Compliance with the Accessibility for Ontarians with Disabilities Act

OBL Item: 2023-S

Added: March 22, 2023 at GIC (Item 11.3)

Completed: July 10, 2023 at GIC (Item 9.3)

Strategic Land Acquisition Plan Along the Hamilton Light Rail Transit (LRT) Corridor

OBL Item: W

Added: March 22, 2023 at GIC (Item 11.3)

April 6, 2022 at GIC (Item 9)

Completed: July 10, 2023 at GIC (Item 10.6)

**(b) Items to be Referred to the Emergency and Community Services Committee (Item 13.1(b)):**

Correspondence respecting the situation at 1083 Main Street East

OBL Item: 2023-L

Reason: This item will be captured as part of the Renovictions Report going to Emergency and Community Services Committee on August 17, 2023.

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

**(i) Closed Session Minutes – June 14, 2023 (Item 14.1)**

The General Issues Committee Closed Session Minutes of June 14, 2023, were approved and will remain confidential.

The Committee moved into Closed Session pursuant to Section 9.3, Sub-sections (b), (c), (e), and (f) of the City's Procedural By-law 21-021, as amended, and Section 239(2), Sub-sections (b), (c), (e), and (f) of the *Ontario Municipal Act, 2001*, as amended, as the subject matters pertain to personal matters about an identifiable individual, including municipal or local board employees; a proposed or pending acquisition or disposition of land by the municipality or local board; litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**(ii) Confidential Appendix "B" to Item 10.1 - Disposition of Unopened Road Allowance (PED23132) (Ward 10) (Item 14.2)**

For disposition of this matter, refer to Item 9.

**(ii) Disposition of Land in the City of Hamilton (Ward 10) (Item 14.4)**

For disposition of this matter, refer to Item 14.

**(iii) Third Party Advertising on City Property (CM23017) (City Wide) - REVISED (Item 14.3)**

For disposition of this matter, refer to Item 15.

**(iv) General Litigation Update (LS23027) (Item 14.5)**

For disposition of this matter, refer to Item 16.

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

There being no further business, the General Issues Committee was adjourned at 4:28 p.m.

Respectfully submitted,

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Deputy Mayor Tammy Hwang

Chair, General Issues Committee

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Angela McRae  
Legislative Coordinator  
Office of the City Clerk



**PLANNING COMMITTEE  
REPORT  
23-011**

July 11, 2023

9:30 a.m.

**Council Chambers, Hamilton City Hall  
71 Main Street West**

**Present:** Councillor J.P. Danko (Chair)  
Councillor T. Hwang (1st Vice Chair)  
Councillor C. Cassar (2nd Vice Chair)  
Councillors J. Beattie, C. Kroetsch, M. Francis, T. McMeekin,  
N. Nann, E. Pauls, M. Tadeson, A. Wilson, M. Wilson

**Also in Attendance:** Councillors B. Clark, T. Jackson

**THE PLANNING COMMITTEE PRESENTS REPORT 23-011 AND RESPECTFULLY RECOMMENDS:**

**1. Active Official Plan Amendment, Zoning By-law Amendment, and Plan of Subdivision Applications (PED23153) (City Wide) (Item 9.1)**

That Report PED23153, respecting Active Official Plan Amendment, Zoning By-law Amendment, and Plan of Subdivision Applications, be received.

**2. Outstanding Parking Penalty Revenue (PED23071) (City Wide) (Item 9.2)**

That Report PED23071, respecting Outstanding Parking Penalty Revenue, be received.

**3. Application for a Zoning By-law Amendment for Lands Located at 350 Albright Road, Hamilton (PED23147) (Ward 5) (Item 10.1)**

- (a) That Amended Zoning By-law Amendment Application ZAC-23-033 by T. Johns Consulting Group Ltd. c/o Katelyn Gillis on behalf of Guidos de Bres Christian High School, for a change in zoning from the Neighbourhood Institutional (I1) Zone to Community Institutional (I2, H152) Zone and Conservation / Hazard Land (P5) Zone, to permit the former elementary school building and associated lands to be converted to a secondary school (Guidos de Bres Christian High School) for lands



located at 350 Albright Road, Hamilton, as shown on Appendix “A” attached to Report PED23147, be APPROVED on the following basis:

- (i) That the draft By-law, as amended, attached as Appendix “B” to Report PED23147, which has been prepared in a form satisfactory to the City Solicitor, be enacted by City Council;
- (ii) That the proposed change in zoning is consistent with the Provincial Policy Statement (2020), conforms to A Place to Grow: Growth Plan for the Greater Golden Horseshoe (2019, as amended) and complies with the Urban Hamilton Official Plan.

**4. Application for an Official Plan Amendment and a Zoning By-law Amendment for Lands located at 1093 Fennell Avenue East, Hamilton (PED23114) (Ward 6) (Item 10.2)**

- (a) That Official Plan Amendment Application UHOPA-22-019, by UrbanSolutions Planning & Land Development Consultants Inc. on behalf of 2650494 Ontario Inc. (c/o H. Haakimi, Elite MD Group), Owner, to amend the Urban Hamilton Official Plan to redesignate the subject lands from the “District Commercial” designation to the “Mixed Use – Medium Density” designation to permit a 394 unit mixed use building with a maximum height of 12 storeys and 34 townhouse units, for lands located at 1093 Fennell Avenue East, as shown on Appendix “A” attached to Report PED23114, be APPROVED on the following basis:
  - (i) That the draft Official Plan Amendment attached as Appendix “B” to Report PED23114, which has been prepared in a form satisfactory to the City Solicitor, be adopted by City Council;
  - (ii) That the proposed Official Plan Amendment is consistent with the Provincial Policy Statement (2020) and conforms to A Place to Grow: Growth Plan for the Greater Golden Horseshoe (2019, as amended);
- (b) That Zoning By-law Amendment Application ZAC-22-045, by UrbanSolutions Planning & Land Development Consultants Inc. on behalf of 2650494 Ontario Inc. (c/o H. Haakimi, Elite MD Group), Owner, for a change in zoning from the District Commercial (C6) Zone to the Mixed Use Medium Density (C5, 849, H147) Zone, to permit a 12 storey, 394 unit mixed use building and 34, two storey townhouse dwellings, for lands located at 1093 Fennell Avenue East, as shown on Appendix “A” attached to Report PED23114, be APPROVED on the following basis:

- (i) That the draft By-law, attached as Appendix “C” to Report PED23114, which has been prepared in a form satisfactory to the City Solicitor, be enacted by City Council;
- (ii) That the amending By-law apply the Holding Provisions of Section 36(1) of the Planning Act, R.S.O. 1990 to the subject property by introducing the Holding symbol ‘H147’ to the proposed Mixed Use Medium Density (C5) Zone. The Holding Provision ‘H147’ is to be removed to allow for a 12 storey mixed use building and 34, two storey townhouse dwellings, conditional upon:
  - (1) The Owner enters into a conditional building permit agreement with respect to completing a Record of Site Condition or a signed Record of Site Condition (RSC) being submitted to the City of Hamilton and the Ministry of the Environment, Conservation and Parks (MECP). This RSC must be to the satisfaction of the Director of Planning and Chief Planner, including a notice of acknowledgement of the RSC by the MECP, and the submission of the City of Hamilton’s current RSC administration fee;
- (iii) That the proposed change in zoning is consistent with the Provincial Policy Statement (2020), conforms to A Place to Grow: Growth Plan for the Greater Golden Horseshoe (2019, as amended), and will comply with the Urban Hamilton Official Plan upon approval of Urban Hamilton Official Plan Amendment No. X.

**5. Application for Zoning By-law Amendment for Lands Located at 329 Highland Road West, Stoney Creek (PED23120) (Ward 9) (Item 10.3)**

- (a) That Amended Zoning By-law Amendment Application ZAC-20-004 by WEBB Planning Consultants Inc., on behalf of Toscani Developments Ltd., Owner, for a change in zoning from Single Residential Zone “R1” Zone to Low Density Residential (R1, 850) Zone, Modified, to permit eight single detached dwellings on a condominium road, for a portion of the lands located at 329 Highland Road West, as shown on Appendix “A” attached to Report PED23120, be APPROVED on the following basis:
  - (i) That the draft By-law, attached as Appendix “B” to Report PED23120, which has been prepared in a form satisfactory to the City Solicitor, be enacted by City Council;
  - (ii) That the amending By-law attached as Appendix “B” attached to Report PED23120, be added to District Map No. 1550 of Zoning By-law No. 05-200 as R1, 850 Zone;

- (iii) That the proposed change in zoning is consistent with the Provincial Policy Statement (2020), conforms to A Place to Grow: Growth Plan for the Greater Golden Horseshoe (2019, as amended);
- (iv) That the proposed change in zoning comply with the Urban Hamilton Official Plan (UHOP).

**6. Application for Zoning By-law Amendment for Lands Located at 111 and 115 Fiddler's Green Road, Ancaster (PED23093) (Ward 12) (Item 10.4)**

- (a) That Zoning By-law Amendment Application ZAC-22-058, by T. Johns Consulting Group Ltd. (c/o Katelyn Gillis) on behalf of Shcherbatykh Holding Inc. (c/o Dr. Julia Shcherbatykh), Owner, for a change in zoning from General Commercial "C3-211" Zone, Modified, and Existing Residential "ER" Zone to Neighbourhood Commercial (C2, 852, H150) Zone, to permit a two storey mixed use building with six dwelling units, ground floor commercial area of 538.4 square metres, and 32 surface parking spaces, for the lands located at 111 and 115 Fiddler's Green Road, as shown on Appendix "A" attached to Report PED23093, be APPROVED, on the following basis:

- (i) That the draft By-law attached as Appendix "B" to Report PED23093, which has been prepared in a form satisfactory to the City Solicitor, be enacted by City Council;
- (ii) That the amending By-law apply the Holding Provisions of Section 36(1) of the Planning Act, R.S.O. 1990 to the subject property by introducing the Holding symbol 'H150' to the proposed Mixed Use Medium Density (C5) Zone.

The Holding Provision 'H150' is to be removed conditional upon:

- (1) The Owner enters into a conditional building permit agreement with respect to completing a Record of Site Condition or a signed Record of Site Condition (RSC) being submitted to the City of Hamilton and the Ministry of the Environment, Conservation and Parks (MECP). This RSC must be to the satisfaction of the Director of Planning and Chief Planner, including a notice of acknowledgement of the RSC by the MECP, and the submission of the City of Hamilton's current RSC administration fee;
- (iii) That the proposed changes in zoning are consistent with the Provincial Policy Statement (2020), conform to A Place to Grow:

Growth Plan for the Greater Golden Horseshoe (2019, as amended), and

- (iv) That the proposal complies with the Urban Hamilton Official Plan and Ancaster Wilson Street Secondary Plan.

**7. Application for Approval of a Draft Plan of Subdivision for Lands Located at 705 and 713 Rymal Road East, Hamilton (PED23131) (Ward 6) (Item 10.5)**

- (a) That Draft Plan of Subdivision Application 25T-202210, by Wellings Planning Consultants (c/o Glenn Wellings), on behalf Royal Living Development Group Inc. (Alex Arbab), Owners, on lands located at 705 and 713 Rymal Road East, as shown on Appendix “A” attached to Report PED23131, be APPROVED in accordance with By-law No. 07-323 being the delegation of the City of Hamilton’s Assigned Authority Under the *Planning Act* for the Approval of Subdivisions and Condominiums, on the following basis:

- (i) That this approval apply to the Draft Plan of Subdivision 25T-202210, certified by S. D. McLaren, O.L.S., dated August 5, 2022, consisting of one development block for townhouse dwellings (Block 1) and one block for road right of way dedications (Block 2) as shown on Appendix “B” attached to Report PED23131;
- (ii) That the Owner enter into a Standard Form Subdivision Agreement as approved by City Council and with the Special Conditions as shown on Appendix “C” attached to Report PED23131;
- (iii) That the Special Conditions of Draft Plan of Subdivision Approval, 25T-202110, as shown on Appendix “C” attached to Report PED23131, be received and endorsed by City Council;
- (iv) That in accordance with the City’s Comprehensive Development Guidelines and Financial Policies Manual there will be no City of Hamilton cost sharing for this subdivision;
- (v) That payment of Cash-in-Lieu of Parkland will be required, pursuant to Section 51 of the *Planning Act*, prior to the issuance of each building permit. The calculation for the Cash-in-Lieu payment shall be based on the value of the lands on the day prior to the issuance of each building permit, all in accordance with the Financial Policies for Development and the City’s Parkland Dedication By-law, as approved by Council.

**8. Application for Amendments to the Urban Hamilton Official Plan, Township of Glanbrook Zoning By-law No. 464 and Zoning By-law No. 05-200, and**

**Draft Plan of Subdivision for Lands Located at 3479 Binbrook Road,  
Glanbrook (PED23117) (Ward 11) (Item 10.6)**

- (a) That Urban Hamilton Official Plan Amendment Application UHOPA-23-015, by Metropolitan Consulting Inc. (c/o Peter De Iulio) on behalf of Palmel Developments Inc. (c/o David Pitblado), Owners, to redesignate lands in the Binbrook Village Secondary Plan from “Low Density Residential 2e” to “Low Density Residential 3e”, “Low Density Residential 2h”, “Utility”, “Utility – SWM”, and “Neighbourhood Park”; to redesignate lands from “Low Density Residential 2h” to “Low Density Residential 2e”, “Low Density Residential 3e”, and “Utility – SWM”; to redesignate lands from “Low Density Residential 3e” to “Utility”; to redesignate lands from “Parkette” to “Low Density Residential 2h”, “Utility”, and “Utility – SWM”; to redesignate lands from “Neighbourhood Park” to “Low Density Residential 2h” and “Utility”; to redesignate lands from “Utility” to “Low Density Residential 2h” and “Low Density Residential 3e”; and to redesignate lands from “Institutional” to “Neighbourhood Park” and “Utility”, and to amend the Binbrook Village Secondary Plan – Open Space Linkages Map B.5.1-2, for lands located at 3479 Binbrook Road, as shown on Appendix “A” attached to Report PED23117, be APPROVED on the following basis:
- (i) That the draft Official Plan Amendment attached as Appendix “B” to Report PED23117, which has been prepared in a form satisfactory to the City Solicitor, be enacted by City Council;
  - (ii) That the proposed amendment is consistent with the Provincial Policy Statement (2020) and conforms to A Place to Grow: Growth Plan for the Greater Golden Horseshoe (2019, as amended);
- (b) That Zoning By-law Amendment Application ZAC-22-008, by Metropolitan Consulting Inc. (c/o Peter De Iulio) on behalf of Palmel Developments Inc. (c/o David Pitblado), Owners, for a change in zoning from the Restricted Agricultural “A2” Zone to the Residential Multiple “RM3-326” Zone, Modified, to permit the development of up to 146 multiple dwelling units on three blocks, for lands located at 3479 Binbrook Road, as shown on Appendix “A” attached to Report PED23117, be APPROVED on the following basis:
- (i) That the draft By-law attached as Appendix “C” to Report PED23117, which has been prepared in a form satisfactory to the City Solicitor, be enacted by City Council;
  - (ii) That the proposed change in zoning is consistent with the Provincial Policy Statement (2020) and conforms to A Place to Grow: Growth Plan for the Greater Golden Horseshoe (2019, as amended);

- (iii) That this By-law will comply with the Urban Hamilton Official Plan upon approval of Urban Hamilton Official Plan Amendment No. XX;
- (c) That Zoning By-law Amendment Application ZAC-22-008, by Metropolitan Consulting Inc. (c/o Peter De Iulio) on behalf of Palmel Developments Inc. (c/o David Pitblado), Owners, for a change in zoning from the Restricted Agricultural “A2” Zone to the Low Density Residential – Small Lot (R1a, 867) Zone, Low Density Residential – Small Lot (R1a, 868) Zone, Low Density Residential – Small Lot (R1a, 869) Zone, Conservation / Hazard Land (P5) Zone and Neighbourhood Park (P1) Zone, in order to establish 196 single detached dwellings, 42 semi detached dwellings, 388 street townhouse dwellings, a neighbourhood park, naturalized drainage channel, and stormwater management pond, for lands located at 3479 Binbrook Road, as shown on Appendix “A” attached to Report PED23117, be APPROVED on the following basis:
  - (i) That the draft By-law, attached as Appendix “D” to Report PED23117, which has been prepared in a form satisfactory to the City Solicitor, be enacted by City Council;
  - (ii) That the proposed change in zoning is consistent with the Provincial Policy Statement (2020) and conforms to A Place to Grow: Growth Plan for the Greater Golden Horseshoe (2019, as amended);
  - (iii) That this By-law will comply with the Urban Hamilton Official Plan upon approval of Urban Hamilton Official Plan Amendment No. XX;
- (d) That Red Line Revised Draft Plan of Subdivision Application 25T-202201, by Metropolitan Consulting Inc. (c/o Peter De Iulio) on behalf of Palmel Developments Inc. (c/o David Pitblado), Owners, for lands located at 3479 Binbrook Road, as shown on Appendix “A” attached to Report PED23117, be APPROVED, subject to the following:
  - (i) That this approval apply to the red line revised Draft Plan of Subdivision “Binbrook Meadows” 25T-202201, certified by R. Mayo, O.L.S., dated May 11, 2023, consisting of three blocks for up to 146 multiple dwelling units (Blocks 1, 2 and 3), 14 blocks for 388 street townhouse dwellings (Blocks 4, 5, 6, 9, 10, 12, 13, 19, 20, 21, 22, 26, 30 and 32), nine blocks for 196 single detached dwellings (Blocks 16, 17, 18, 23, 24, 25, 27, 28 and 29), one block for 42 semi detached dwellings (Block 31), one block for parkland (Block 8), two blocks for a drainage channel (Blocks 7 and 11), two blocks for a walkway (Blocks 14 and 15), one block for a stormwater management pond (Block 33), two blocks for a right-of-way

dedication (Blocks 34 and 35), and 16 public roadways (Streets “A” to “K”) including extensions to existing roads (Gowland Drive, Whitwell Way, McAllister Drive, McKee Drive, and Windwood Drive), as shown on the red line revised Draft Plan of Subdivision attached as Appendix “F” to Report PED23117, subject to the Owner entering into a standard form subdivision agreement as approved by City Council and with the Special Conditions attached as Appendix “G” to Report PED23117;

- (ii) In accordance with the City’s Comprehensive Development Guidelines and Financial Policies Manual there will be no City of Hamilton cost sharing for this subdivision;
- (iii) That payment of Cash-in-Lieu of Parkland will be required, pursuant to Section 51 of the *Planning Act*, prior to the issuance of each building permit. The calculation for the Cash-in-Lieu payment shall be based on the value of the lands on the day prior to the issuance of each building permit, all in accordance with the Financial Policies for Development and the City’s Parkland Dedication By-law, as approved by Council.

**9. Application for a Zoning By-law Amendment for Lands Located at 211 York Road, Dundas (PED23165) (Ward 13) (Item 10.7)**

- (a) That Zoning By-law Amendment Application ZAR-23-008 by 211 York Investments Inc., for a change in zoning from Community Institutional (I2, 446, H108) Zone to Neighbourhood Commercial (C2, 446, H108) Zone, to permit 39 dwelling units and ground floor commercial uses in the existing two storey building, for lands located at 211 York Road, Dundas, as shown on Appendix “A” attached to Report PED23165, be APPROVED, on the following basis:
  - (i) That the draft By-law, attached as Appendix “B” to Report PED23165, which has been prepared in a form satisfactory to the City Solicitor, be enacted by City Council;
  - (ii) That the amending By-law apply the Holding Provision of Section 36(1) of the *Planning Act*, R.S.O. 1990 to the subject lands by replacing the Holding symbol H108, in its entirety in Schedule “D” of City of Hamilton Zoning By-law No. 05-200; and, that it shall be lifted upon completion of the following:
    - (1) The Owner submits and receives approval of a Functional Servicing Report to demonstrate the demand for the proposed stormwater management, sanitary flows and water

usage is similar to the existing usage, all to the satisfaction of the Manager of Engineering Approvals;

- (iii) That the proposed change in zoning is consistent with the Provincial Policy Statement (2020), conforms to A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019, as amended, conforms to the Niagara Escarpment Plan, 2017, and complies with the Urban Hamilton Official Plan.

**10. Urban Expansion Areas Secondary Planning Policy Framework and Guidelines (PED23144) (City Wide) (Item 10.8)**

- (a) That the Urban Hamilton Official Plan Amendment, attached as Appendix “A” to Report PED23144, to establish a policy framework to guide the preparation of Secondary Plans for the Urban Expansion Areas, be approved on the following basis:
  - (i) That the draft Official Plan Amendment, attached as Appendix “A” to Report PED23144, which has been prepared in a form satisfactory to the City Solicitor, be enacted by Council;
  - (ii) That the proposed Official Plan Amendment is consistent with the Provincial Policy Statement (2020) and conforms to A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019, as amended;
- (b) That the Secondary Planning Guidelines for Urban Expansion Areas, attached as Appendix “B” to Report PED23144, be approved.

**11. Application for Zoning By-law Amendment for Lands Located at 140 Wilson Street West, Ancaster (PED23122) (Ward 12) (Item 11.2)**

- (a) That Zoning By-law Amendment Application ZAC-20-024, by A.J. Clarke and Associates (c/o Stephen Fraser, Agent), on behalf of 1376412 Ontario Inc. (c/o Ali Alaichi, Owner), for a change in zoning from the Existing Residential “ER” Zone to the Holding Residential Multiple “H-RM6-714” Zone, Modified, under Zoning By-law No. 87-57 (Ancaster), in order to permit a three storey multiple dwelling containing nine dwelling units with 14 surface parking spaces, for lands located at 140 Wilson Street West, as shown on Appendix “A” attached to Report PED23122, be APPROVED on the following basis:
  - (i) That the draft By-law, as amended as follows, attached as Appendix “B” to Report PED23122, which has been prepared in a form satisfactory to the City Solicitor, be enacted by City Council;



- (1) Deleting “1.55” from subsection (f) Parking of the proposed Holding Residential Multiple “H-RM6-714” Zone, Modified, and replacing it with “1.33”; and,
  - (2) Deleting “29 percent” from subsection (i) Minimum Landscaping of the proposed Holding Residential Multiple “H-RM6-714” Zone, Modified, and replacing it with “26 percent”.
- (ii) That the amending By-law apply the Holding Provisions of Section 36(1) of the *Planning Act*, R.S.O. 1990 to the subject property by introducing the Holding ‘H’ to the proposed Residential Multiple “RM6-714” Zone, Modified, as shown on Schedule ‘A’ to Appendix “B” attached to Report PED23122:

The Holding Residential Multiple “H-RM6-714” Zone, Modified, applicable to the lands located at 140 Wilson Street West be removed conditional upon the following:

- (1) That the applicant complete an Archaeological Assessment to the satisfaction of the Ministry of Citizenship and Multiculturalism and the Director of Planning and Chief Planer;
- (2) That the Owner prepare and receive approval of a Landscape Plan, including providing for 1 for 1 compensation for 22 privately owned trees (10 cm diameter at breast height (DBH) or greater) that are removed from private property through replanting trees on site and/or payment of cash-in-lieu, to the satisfaction of the Director of Planning and Chief Planner
- (3) That the Owner shall investigate the noise levels and determine and implement the noise control measures that are satisfactory to the City of Hamilton in meeting the Ministry of Environment, Conservation and Parks (MECP) recommended sound level limits. An acoustical report prepared by a qualified Professional Engineer containing the recommended noise control measures shall be submitted to the satisfaction of the City of Hamilton, Director of Planning and Chief Planner. Should a peer review of the acoustical report be warranted, all associated costs shall be borne by the owner and shall be submitted to the satisfaction of the City of Hamilton, Director of Planning and Chief Planner;

- (iii) That the proposed amendment is consistent with the Provincial Policy Statement (2020), conforms to A Place to Grow: Growth Plan for the Greater Golden Horseshoe (2019, as amended), and complies with the Urban Hamilton Official Plan and Ancaster Wilson Street Secondary Plan.
  - (b) That Staff be directed, through review of a Landscape Plan submitted to satisfy Holding Provision b) of the proposed Holding Residential Multiple “H-RM6-714” Zone, Modified, to work with the Applicant / Owner to:
    - (i) Maintain as much landscaping area as possible within the subject lands and municipal boulevard and ensure adequate protection of Tree No. 2 on the Tree Protection Plan while ensuring the relocation of the proposed driveway access provides for safe and efficient pedestrian and vehicular traffic movement and visibility; and,
    - (ii) Explore the potential to retain Tree No. 1 on the Tree Protection Plan, if possible.
- 12. Application for Condominium Conversion for lands located at 121-125 King Street East, Hamilton (PED23171) (Ward 2) (Item 11.3)**
  - (a) That Condominium Conversion Application 25CDM-CONV-202307, by Bousfields Inc. c/o David Falletta and Gore Park Lofts Development Corp., Owner, to establish a Draft Plan of Condominium for 46 new residential units, one commercial unit and 46 storage lockers, on lands located at 121-125 King Street East (Hamilton), as outlined on the location map attached as Appendix “A” to Report PED23171, be APPROVED; and,
  - (b) That staff be directed to prepare a list of conditions for Draft Plan of Condominium.
- 13. Provincial Amendments to the Greenbelt Plan (Greenbelt Plan Amendment No. 3) (PED23046(a)) (City Wide) (Item 11.4)**
  - (a) That Planning and Economic Development Department staff, in conjunction with Legal Services staff, be directed to provide input to the Provincial Land and Development Facilitator under protest with respect to any private development proposals and associated community benefits within the lands removed by the Province from the Greenbelt Plan Area;
  - (b) That the Eleven Directions to Guide Development attached as Appendix “D”, as amended, to Report PED23046(a), which were previously approved by Council as part of the City’s Municipal Comprehensive Review process, be utilized as the framework for the City’s input to the

Provincial Land and Development Facilitator with respect to any private development proposals within the lands removed by the Province from the Greenbelt Plan Areas;

Direction #11

The City of Hamilton considers agricultural use to be of prime consideration, along with the protection of wetlands and natural heritage features.

- (c) That Planning and Economic Development Department staff be directed to schedule a public meeting of the Planning Committee for the purpose of obtaining public input as to the City's priorities and expectations with respect to any private development proposals within the lands removed by the Province from the Greenbelt Plan Area; and, that staff consult with City of Hamilton Public Engagement staff to ensure: the statutory meeting meets best engagement practice as much as possible; that the statutory meeting be held in the evening, be live streamed, and be held at a publicly accessible facility that is in close proximity to the Book Road lands; and, that all MPP and MP's be extended an invitation to attend.
- (d) That Planning and Economic Development Department staff be directed to request public discussion except where excluded under the provisions of the Municipal Act, including public agendas, a list of participants and minutes.
- (e) That the Mayor send a letter regarding these recommendations to the Association of Municipalities of Ontario, Federation of Canadian Municipalities, Rural Ontario Municipal Association and all Ontario Municipalities.

**14. Delegated Authority to Incorporate Lands as a Public Highway (PED23157) (City Wide) (Item 11.5)**

- (a) That the General Manager of the Planning and Economic Development Department, or their delegate, be authorized and directed to prepare by-laws under the provisions of subsection 31(2) of the *Municipal Act*, as amended, and place before Council for enactment, to incorporate lands as a public highway, provided:
  - (i) That the incorporating by-laws are in a standard form satisfactory to the City Solicitor;

- (ii) That, upon passage of the by-laws, the City Solicitor, or designate, be authorized and directed to register the by-laws.

**15. Parking Enforcement and Canada Post (PED23159) (City Wide) (Item 11.6)**

That the draft Amending By-law to Regulate On-Street Parking 01-218 as shown in Appendix "A" attached to Report PED23159 and in a form satisfactory to the City Solicitor, be approved.

**16. Application for Cash-in-Lieu of Parking for Lands Located at 174 and 180 Ottawa Street North, Hamilton (PED23167) (Ward 4) (Item 11.7)**

- (a) That Cash-in-Lieu of Parking Application CIL-22-003 by T. Johns Consulting Ltd., for Indwell Community Homes, Owner, for an exemption from the parking provisions of Zoning By-law No. 05-200 for four of the required nine parking spaces, for lands located at 174 and 180 Ottawa Street North, as shown on Appendix "A" attached to Report PED23167, be APPROVED on the following basis:

- (i) That the owner pays the Cash-in-Lieu of Parking sum of \$1 for each of the four parking spaces;
- (ii) That the City Solicitor be authorized and directed to prepare the appropriate Cash-in-Lieu of Parking Agreement in accordance with Section 40 of the *Planning Act* and authorized to register the agreement on title of the subject land;
- (iii) That the City Clerk be authorized to provide a certificate in accordance with Section 40 (5) of the *Planning Act* when all money payable to the City under the Cash-in-lieu of Parking Cash-in-lieu of Parking Agreement has been paid or the agreement has been terminated.

**17. Hamilton Municipal Heritage Committee Report 23-006 (Item 11.8)**

- (a) **Recommendation to Designate 64 Hatt Street, Dundas, under Part IV of the Ontario Heritage Act (PED23124) (Ward 13) (Item 8.1)**

- (i) That the City Clerk be directed to give notice of Council's intention to designate 64 Hatt Street, Dundas, shown in Appendix "A" attached to Report PED23124, as a property of cultural heritage value pursuant to the provisions of Part IV, Section 29 of the

Ontario Heritage Act, in accordance with the Statement of Cultural Heritage Value or Interest and Description of Heritage Attributes, attached as Appendix “B” to Report PED23124, subject to the following:

- (1) If no objections are received to the notice of intention to designate in accordance with the Ontario Heritage Act, City Council directs staff to introduce the necessary by-law to designate the property to be of cultural heritage value or interest to City Council;
- (2) If an objection to the notice of intention to designate is received in accordance with the Ontario Heritage Act, City Council directs staff to report back to Council to allow Council to consider the objection and decide whether or not to withdraw the notice of intention to designate the property.

**(b) Monthly Report on Proactive Listings for the Municipal Heritage Register, June 2023 (PED23146) (Ward 3) (Item 10.1)**

- (i) That staff be directed to list the following properties on the Municipal Heritage Register as non-designated properties that Council believes to be of cultural heritage value or interest, as outlined in Report PED23146, in accordance with Section 27 of the Ontario Heritage Act:

(1) 89 Wentworth Street South, Hamilton (Ward 3);

(2) 91 Wentworth Street South, Hamilton (Ward 3).

**18. Application to Deem lands Being Block 14 of Registered Plan 62M-1161 not to be Part of a Registered Plan of Subdivision, for the Purposes of Subsection 50(3) of the Planning Act (Ancaster) (PED23097) (Ward 12) (Item 11.9)**

- (a) That approval be given to deem Block 14 of Registered Plan 62M-1161 not to be part of a Registered Plan of Subdivision, for the purposes of Subsection 50(3) of the *Planning Act*, as shown on Appendix “A” to Report PED23097, on the following basis:
  - (i) That the draft By-law, as Appendix “D” to Report PED23097, which has been prepared in a form satisfactory to the City Solicitor, be enacted by City Council;
  - (ii) That the proposal to deem Block 14 of Registered Plan 62M-1161 not to be part of a Registered Plan of Subdivision is consistent with

the Provincial Policy Statement (2020) and complies with the Urban Hamilton Official Plan.

**19. Sign Variance Appeal SV-22-004 for the Property Known as 360 – 410 Lewis Road, Stoney Creek, Denied by the Director of Development Planning and Appealed by the Owner (PED23160) (Ward 10) (Item 11.10)**

- (a) That the Appeal of Sign Variance Application, SV-22-004 by the Owners 360 Lewis Investments GP Inc. c/o Joe Accardi, which seeks relief from Section 5.2.2 of Sign By-Law No. 10-197 to permit the replacement of two existing Ground Signs with new electronic Ground Signs, for the property known as 360 – 410 Lewis Road, Stoney Creek (as shown on Appendix “A” attached to Report PED23160) be DENIED, on the following basis:
  - (i) That the requested variances are not in keeping with the general intent and purpose of Sign By-law No. 10-197;
  - (ii) That the requested variances do not meet the tests stipulated in Sign By-law No. 10-197.

**20. Sign Variance Appeal SV-22-011 for the Property Known as 1038, 1040 and 1042 Garner Road West, Ancaster, Denied by the Director of Development Planning and Appealed by the Owner (PED23149) (Ward 12) (Item 11.11)**

- (a) That the Appeal of Sign Variance Application, SV-22-011, by the Owners 2228023 Ontario Inc. c/o Dan Gubekjian, which seeks relief from Section 5.2.2 of Sign By-Law No. 10-197 to allow for the existing Ground Sign with an electronic message display to allocate up to 50% of the sign area or 8.70 square metres for third party advertising, specifically for a business that is not on the property on which the Ground Sign is displayed or an activity, product or service that is not available on that property on digital Ground Sign; for the property known as 1038, 1040 and 1042 Garner Road West, Ancaster (refer to Appendix “A” attached to Report PED23149), be DENIED, on the following basis:
  - (i) That the requested variance is not in keeping with the general intent and purpose of Sign By-law No. 10-197;
  - (ii) That the requested variance does not meet the tests stipulated in Sign By-law No. 10-197.

**21. Request for Class 4 Designation for Lands Located at 115 and 121 Vansitmart Avenue, Hamilton (PED23172) (Ward 4) (Item 11.12)**

That staff be directed to report back upon receipt of comments from Canadian National Railway on the Class 4 Area designation additional noise assessment information from the applicant and a peer review, if deemed necessary by staff and at the expense of the owner, of the updated noise and vibration study to confirm the assumptions made in the study relating to impulse sound levels and indoor noise levels for sleeping quarters for lands located at 115 and 121 Vansitmart Avenue.

**22. Demolition Permit for 3260 Homestead Drive (Item 12.1)**

WHEREAS, the owner of the above-mentioned property would like to demolish the building prior to obtaining a Building Permit for a replacement building;

WHEREAS, the owner has plans to rebuild and is currently in the planning process, has received development approval and is working through site plan approval to redevelop the above property and the neighbouring property at 3250 Homestead Drive into a 40-unit condominium building.

WHEREAS, the previous owner did receive a demolition permit for the rear portion of the house and was in the process of demolishing parts of the interior and exterior when the property was purchased in the summer of 2021.

WHEREAS, The remaining house is beyond repair and dangerous for people to enter, yet people continue to break in.

WHEREAS, neighbouring residents have encouraged the property owner to apply for a demolition permit as soon as possible to relieve the challenges and risks of vandalism and mischief at the property.

THEREFORE, BE IT RESOLVED:

That the Chief Building Official be authorized to issue a demolition permit for 3260 Homestead Drive, Glanbrook, pursuant to Section 33 of the Planning Act as amended, without having to comply with the conditions in Sub-Section 6.(a) of Demolition Control Area By-law 22-101.

**23. Outstanding Parking Penalty Revenue (Item 12.2)**

WHEREAS, beginning in 2020 the Ministry of Transportation of Ontario made several changes to the Ontario licence plate renewal program which included the relaxation of renewal expectations over the course of the COVID-19 Pandemic followed by the elimination of, and refunding of, fees associated with the renewal of licence plates;

WHEREAS, collectively changes to Ontario licence plate renewal program are believed to have made drivers less mindful, or aware of the need to renew their licence plates;

WHEREAS, licence plate holders are required to pay outstanding fees, such as Administrative Penalties issued by the City for parking infractions, in order to renew their licence plate;

WHEREAS, since the beginning of the COVID-19 Pandemic, the Hamilton Municipal Parking System and the City of Hamilton has observed an increase in uncollected Parking Penalty Revenues with the estimated cumulative impact on outstanding revenue being approximately \$3-\$3.5 M; and,

WHEREAS, other municipalities have seen similar trends in increased outstanding revenues corresponding to changes in licence plate renewals.

THEREFORE, BE IT RESOLVED:

That the Mayor correspond with the Minister of Transportation to:

- (a) Outline concerns with respect to the observed link between changes to the Ontario licence plate renewal program and the City's ability to collect outstanding parking penalty revenues;
- (b) Request if the Ministry of Transportation intends to introduce new tools to assist with the collection of outstanding parking penalties issued by municipalities.

**24. Appeal to the Ontario Land Tribunal for Refusal of Official Plan Amendment Application (UHOPA-21-023) and Zoning By-law Amendment Application (ZAC-21-049) by 2691893 Ontario Inc. c/o IronPoint Capital Management Inc. (c/o GSP Group Inc., Applicant) for Lands Located at 442, 450, 454 and 462 Wilson Street East (Ancaster) (LS23023/PED22037(b)) (Ward 12) (Item 15.1)**

- (a) That the directions to staff in closed session respecting Report LS23023/PED22037(b) be approved;
- (b) That closed session recommendations (a), (b), (c), and (d) to Report LS23023/ PED22037(b) and Appendices "A", "B", "C" and "D" hereto, be approved and remain confidential until made public coincident with staff's presentation of the City's position to the Tribunal;
- (c) That the balance of this Report LS23023/PED22037(b) remains confidential.



**FOR INFORMATION:**

**(a) APPROVAL OF AGENDA (Item 2)**

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

**6. DELEGATION REQUESTS**

**6.3 Delegations respecting Provincial Amendments to the Greenbelt Plan (Item 11.4) (For today's meeting)**

**(a) Added Delegation Requests**

- (iii) Nicole Tollenaar
- (iv) Patricia Baker - WITHDRAWN
- (v) Mary Love
- (vi) Robert Wakulat
- (vii) Janwillem Jansen (pre-recorded video)
- (viii) Laura Katz (pre-recorded video)
- (ix) Ian Borsuk
- (x) James S. Quinn

**6.4 John Ariens, Arcadis, respecting Garner Road Sign Variance Appeal (Item 11.11) (For today's meeting)**

**6.5 Matt Johnston, Urban Solutions, respecting 382 Southcote Road (Item 11.1) (For today's meeting)**

**6.6 David Falletta, Bousfields Inc., respecting 121-125 King St. E. (Item 11.3) (For today's meeting)**

**6.7 Joe Hoffman, Goodmans LLP, respecting 121-125 King St. E. (Item 11.3) (For today's meeting)**

**10. PUBLIC MEETINGS**

**10.2 Application for an Official Plan Amendment and a Zoning By-law Amendment for Lands located at 1093 Fennell Avenue East, Hamilton (PED23114) (Ward 6)**

- (a) Added Written Submissions
  - (i) Drazen Spehar

**10.3 Application for Zoning By-law Amendment for Lands Located at 329 Highland Road West, Stoney Creek (PED23120) (Ward 9)**

- (a) Added Written Submissions
  - (i) Adam Sajgo

**10.4 Application for Zoning By-law Amendment for Lands Located at 111 and 115 Fiddler's Green Road, Ancaster (PED23093) (Ward 12) - REVISED Report and Appendix "B"**

**10.5 Application for Approval of a Draft Plan of Subdivision for Lands Located at 705 and 713 Rymal Road East, Hamilton (PED23131) (Ward 6)**

- (a) Added Written Submissions
  - (i) Rehab Alsayari

**10.6 Application for Amendments to the Urban Hamilton Official Plan, Township of Glanbrook Zoning By-law No. 464 and Zoning By-law No. 05-200, and Draft Plan of Subdivision for Lands Located at 3479 Binbrook Road, Glanbrook (PED23117) (Ward 11)**

- (a) Added Written Submissions
  - (i) Greg Halliday

**10.7 Application for a Zoning By-law Amendment for Lands Located at 211 York Road, Dundas (PED23165) (Ward 13)**

- (a) Added Written Submissions
  - (i) Kevin Golem
  - (ii) Jarrid Radoslav

**10.8 Urban Expansion Areas Secondary Planning Policy Framework and Guidelines (PED23144) (City Wide)**

- (b) Added Written Submissions
  - (iii) Jeannette Macdonald McKibbon
  - (iv) Daniel Coleman
  - (v) Gus Mihailovich
  - (vi) Allison Barnes

- (vii) David Falletta, Bousfields Inc.
- (viii) Hailey Van Sickle
- (ix) Laura Robson
- (x) Tony Maddalena
- (xi) Gail Moffatt
- (xii) Margaret Tremblay
- (xiii) Simon Caneo
- (xiv) Elaine Harvey and Roger Connelly
- (xv) Shania Ramharrack-Maharaj
- (xvi) Patricia and Dennis Baker
- (xvii) Marilyn Daniels
- (xviii) Aileen McMillan
- (xix) Eileen Booty
- (xx) Cynthia Meyer
- (xxi) Heather Yoell
- (xxii) Caroline Hill Smith
- (xxiii) John Corbett, Corbett Land Strategies Inc.
- (xxiv) Emma West, Bousfields Inc.
- (xxv) Anne Washington
- (xxvi) Carolanne Forster
- (xxvii) Liz Koblyk

(c) Added Registered Delegations

- (i) Patricia Baker
- (ii) Mary Love
- (iii) Peter Appleton
- (iv) Carolyn Stupple

**11. DISCUSSION ITEMS**

**11.4 Provincial Amendments to the Greenbelt Plan (Greenbelt Plan Amendment No. 3) (PED23046(a)) (City Wide) (Deferred from the June 13th Planning Committee Meeting)**

(a) Added Written Submissions:

- (i) Daniel Coleman
- (ii) Karen Bouwman
- (iii) Alex Matheson
- (iv) Rose Janson
- (v) Geralynne Keech
- (vi) Michelle Tom
- (vii) Wyn Andress
- (viii) Rick Johnson
- (ix) Elaine Elson

- (x) Dieter Klaus
- (xi) Tracey Hancock
- (xii) Gus Mihailovich
- (xiii) Allison Barnes
- (xiv) Jill Tonini
- (xv) Andra Zommers
- (xvi) Robert Wakulat
- (xvii) John Corbett, Corbett Land Strategies
- (xviii) Martha Howatt
- (xix) Janet and Jim Fraser
- (xx) George Baier
- (xxi) Anna Vermaat
- (xxii) Patricia Cole-Steever
- (xxiii) Margaret Tremblay
- (xxiv) Lois Corey
- (xxv) Mike Gleadall
- (xxvi) Elaine Harvey and Roger Connelly
- (xxvii) Dorothy McIntosh
- (xxviii) John Radoman
- (xxix) Patricia and Dennis Baker
- (xxx) Robin Cameron
- (xxxi) Charlane Surerus
- (xxxii) Marilyn Daniels
- (xxxiii) Hailey Van Sickle
- (xxxiv) Laura Robson
- (xxxv) Grace Petz
- (xxxvi) Kathy Garneau
- (xxxvii) Marie Covert
- (xxxviii) Eileen Booty
- (xxxix) Cynthia Meyer
- (xl) Heather Yoell
- (xli) Caroline Hill Smith
- (xlii) Elizabeth Knight
- (xliii) Laura Trethewey
- (xliv) Jean Mackay
- (xlv) Anne Washington
- (xlvi) Stephen Cooke
- (xlvii) Martine Bercier
- (xlviii) Mark Forler
- (xlix) Carolanne Forster
- (l) Liz Koblyk
- (li) Yvonne Sutherland-Case
- (lii) Helena Dalrymple

**15. PRIVATE AND CONFIDENTIAL**

**15.2 Closed Session Minutes - June 13, 2023**

The agenda for the July 11, 2023 Planning Committee meeting was approved, as amended.

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

Councillor Hwang declared an interest with Item 10.7 Application for a Zoning By-law Amendment for Lands Located at 211 York Road, Dundas (PED23165) (Ward 13), as the property owners are her business partners.

Councillor Hwang declared an interest with Item 11.10 Sign Variance Appeal SV-22-004 for the Property Known as 360 – 410 Lewis Road, Stoney Creek, Denied by the Director of Development Planning and Appealed by the Owner (PED23160) (Ward 10) (Item 11.10), as the property owners are her business partners.

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

**(i) June 13, 2023 (Item 4.1)**

The Minutes of the June 13, 2023 meeting were approved, as presented.

**(d) DELEGATION REQUESTS (Item 6)**

**(a) Various Delegation Requests (Items 6.1 – 6.7)**

The following Delegations Requests were approved as follows:

- (i) Nicole Wilson respecting a Request to Withdraw the City's Appeal of Committee of Adjustment decision on 245 Mill Street (For the August 15<sup>th</sup> meeting) (Item 6.1)
- (ii) Bismarck Coca Jr., Pride Signs Limited, respecting Sign Variance Appeal for 360-410 Lewis Road (Item 11.10) (For today's meeting) (Item 6.2)
- (iii) Delegations respecting Provincial Amendments to the Greenbelt Plan (Item 11.4) (For today's meeting) (Item 6.3)
  - (i) Sean Everingham
  - (ii) Peter Appleton
  - (iii) Nicole Tollenaar
  - (iv) Patricia Baker
  - (v) Mary Love
  - (vi) Robert Wakulat

- (vii) Janwillem Jansen (pre-recorded video)
- (viii) Laura Katz (pre-recorded video)
  
- (iv) John Ariens, Arcadis, respecting Garner Road Sign Variance Appeal (Item 11.11) (For today's meeting) (Added Item 6.4)
  
- (v) Matt Johnston, Urban Solutions, respecting 382 Southcote Road (Item 11.1) (For today's meeting) (Added Item 6.5)
  
- (vi) David Falletta, Bousfields Inc., respecting 121-125 King St. E. (Item 11.3) (For today's meeting) (Added Item 6.6)
  
- (vii) Joe Hoffman, Goodmans LLP, respecting 121-125 King St. E. (Item 11.3) (For today's meeting) (Added Item 6.7)

**(e) DELEGATIONS (Item 7)**

- (i) Matt Johnston, Urban Solutions, respecting Redesignation of Class 4 Noise Designation for 115 and 121 Vansitmart Avenue (Item 11.12) (Approved at the April 4th meeting) (Item 7.1)**

Matt Johnston with Urban Solutions, addressed the Committee respecting Redesignation of Class 4 Noise Designation for 115 and 121 Vansitmart Avenue.

The delegation from Matt Johnston with Urban Solutions respecting Redesignation of Class 4 Noise Designation for 115 and 121 Vansitmart Avenue, was received.

- (ii) Bismarck Coca Jr., Pride Signs Limited, respecting Sign Variance Appeal for 360-410 Lewis Road (Item 11.10) (Item 7.2)**

Bismarck Coca Jr. with Pride Signs Limited, addressed the Committee respecting Sign Variance Appeal for 360-410 Lewis Road.

The Delegation from Bismarck Coca Jr. with Pride Signs Limited, respecting Sign Variance Appeal for 360-410 Lewis Road, was received.

- (iii) Delegations respecting Provincial Amendments to the Greenbelt Plan (Item 11.4) (Item 7.3)**

The following Delegations were not in attendance when called upon:

- (i) Sean Everingham
- (iii) Nicole Tollenaar
- (iv) Patricia Baker

- (vi) Robert Wakulat
- (x) James S. Quinn

A member of the public advised they were added as a Delegate to Item 10.8 in error and wished to speak to this matter (Item 11.4).

Carolyn Stupple was added as a Delegation for Provincial Amendments to the Greenbelt Plan (Item 11.4).

The following Delegations addressed the Committee respecting Provincial Amendments to the Greenbelt Plan (Item 11.4):

- (ii) Peter Appleton (pre-recorded video)
- (v) Mary Love (in-person)
- (vii) Janwillem Jansen (pre-recorded video)
- (viii) Laura Katz (pre-recorded video)
- (ix) Ian Borsuk (in-person)
- (x) Carolyn Stupple (in-person)

The following Delegations respecting Provincial Amendments to the Greenbelt Plan were received:

- (ii) Peter Appleton (pre-recorded video)
- (v) Mary Love (in-person)
- (vii) Janwillem Jansen (pre-recorded video)
- (viii) Laura Katz (pre-recorded video)
- (ix) Ian Borsuk (in-person)
- (xi) Carolyn Stupple (in-person)

**(iv) John Ariens, Arcadis, respecting Garner Road Sign Variance Appeal (Item 11.11) (Added Item 7.4)**

John Ariens with Arcadis, addressed the Committee respecting Garner Road Sign Variance Appeal.

The Delegation from John Ariens with Arcadis respecting Garner Road Sign Variance Appeal, was received.

**(v) Matt Johnston, Urban Solutions, respecting 382 Southcote Road (Item 11.1) (For today's meeting) (Added Item 7.5)**

Matt Johnston with Urban Solutions, addressed the Committee respecting 382 Southcote Road (Item 11.1) and requested that the Staff Report be deferred to the August 15, 2023 Planning Committee meeting.

The Delegation from Matt Johnston with Urban Solutions respecting 382 Southcote Road (Item 11.1), was received.

**(vi) David Falletta, Bousfields Inc., respecting 121-125 King St. E. (Item 11.3) (Added Item 7.6)**

David Falletta with Bousfields Inc., addressed the Committee respecting 121-125 King St. E. (Item 11.3).

The Delegation from David Falletta with Bousfields Inc. respecting 121-125 King St. E. (Item 11.3), was received.

**(vii) Joe Hoffman, Goodmans LLP, respecting 121-125 King St. E. (Item 11.3) (For today's meeting) (Added Item 7.7)**

Joe Hoffman with Goodmans LLP, addressed the Committee respecting 121-125 King St. E. (Item 11.3).

The Delegation from Joe Hoffman with Goodmans LLP, respecting 121-125 King St. E. (Item 11.3), was received.

**(f) PUBLIC HEARINGS (Item 10)**

In accordance with the *Planning Act*, Chair J.P. Danko advised those viewing the meeting that the public had been advised of how to pre-register to be a delegate at the Public Meetings on today's agenda.

In accordance with the provisions of the *Planning Act*, Chair J.P. Danko advised that if a person or public body does not make oral submissions at a public meeting or make written submissions to the Council of the City of Hamilton before Council makes a decision regarding the Development applications before the Committee today, the person or public body is not entitled to appeal the decision of the Council of the City of Hamilton to the Ontario Land Tribunal, and the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

**(i) Application for a Zoning By-law Amendment for Lands Located at 350 Albright Road, Hamilton (PED23147) (Ward 5) (Item 10.1)**

The staff presentation was waived.

Katelyn Gillis with T. Johns Consulting Group Ltd., was in attendance, and indicated support for the staff report with the exception of the Holding Provision.



The presentation from Katelyn Gillis with T. Johns Consulting Group Ltd., was received.

Chair Danko called three times for public delegations and none came forward.

- (a) The public submissions regarding this matter were received and considered by the Committee; and,
- (b) The public meeting was closed.
- (a) That Amended Zoning By-law Amendment Application ZAC-23-033 by T. Johns Consulting Group Ltd. c/o Katelyn Gillis on behalf of Guidos de Bres Christian High School, for a change in zoning from the Neighbourhood Institutional (I1) Zone to Community Institutional (I2, H152) Zone and Conservation / Hazard Land (P5) Zone, to permit the former elementary school building and associated lands to be converted to a secondary school (Guidos de Bres Christian High School) for lands located at 350 Albright Road, Hamilton, as shown on Appendix "A" attached to Report PED23147, be APPROVED on the following basis:
  - (i) That the draft By-law, attached as Appendix "B" to Report PED23147, which has been prepared in a form satisfactory to the City Solicitor, be enacted by City Council;
  - (ii) That Schedule "D" – Holding Provisions, of Zoning By-law No. 05-200, be amended by adding a Holding Provision as follows:

H152. Notwithstanding Section 8.2 of this By-law, within lands zoned Community Institutional (I2, H152) Zone, identified on Map 1245 of Schedule A – Zoning Maps and described as 350 Albright Road, no development shall be permitted until such time as the applicant submits and receives approval of a Transportation Impact Study to the satisfaction of the Manager, Transportation Planning;
  - (iii) That the proposed change in zoning is consistent with the Provincial Policy Statement (2020), conforms to A Place to Grow: Growth Plan for the Greater Golden Horseshoe (2019, as amended) and complies with the Urban Hamilton Official Plan.

The recommendations in Report PED23147 were **amended** by deleting sub-section (ii) and re-numbering the rest accordingly:

- (a) That Amended Zoning By-law Amendment Application ZAC-23-033 by T. Johns Consulting Group Ltd. c/o Katelyn Gillis on behalf of Guidos de Bres Christian High School, for a change in zoning from the Neighbourhood Institutional (I1) Zone to Community Institutional (I2, H152) Zone and Conservation / Hazard Land (P5) Zone, to permit the former elementary school building and associated lands to be converted to a secondary school (Guidos de Bres Christian High School) for lands located at 350 Albright Road, Hamilton, as shown on Appendix “A” attached to Report PED23147, be APPROVED on the following basis:

- (i) That the draft By-law, attached as Appendix “B” to Report PED23147, which has been prepared in a form satisfactory to the City Solicitor, be enacted by City Council;

~~(ii) **That Schedule “D” – Holding Provisions, of Zoning By-law No. 05-200, be amended by adding a Holding Provision as follows:**~~

~~**H152. Notwithstanding Section 8.2 of this By-law, within lands zoned Community Institutional (I2, H152) Zone, identified on Map 1245 of Schedule A – Zoning Maps and described as 350 Albright Road, no development shall be permitted until such time as the applicant submits and receives approval of a Transportation Impact Study to the satisfaction of the Manager, Transportation Planning;**~~

- (ii) That the proposed change in zoning is consistent with the Provincial Policy Statement (2020), conforms to A Place to Grow: Growth Plan for the Greater Golden Horseshoe (2019, as amended) and complies with the Urban Hamilton Official Plan.

For disposition of this matter, refer to Item 3.

- (ii) **Application for an Official Plan Amendment and a Zoning By-law Amendment for Lands located at 1093 Fennell Avenue East, Hamilton (PED23114) (Ward 6) (Item 10.2)**

The staff presentation was waived.

Matt Johnston with Urban Solutions, was in attendance and indicated support for the staff report.

The delegation from Matt Johnston with Urban Solutions, was received.

Chair Danko called three times for additional public delegations and no one came forward.

- (a) The following public submission (Item 10.2 (a)) regarding this matter was received and considered by the Committee:
  - (i) Drazen Spehar – In opposition to the development
- (b) The public meeting was closed.

For disposition of this matter, refer to Item 4.

**(iii) Application for Zoning By-law Amendment for Lands Located at 329 Highland Road West, Stoney Creek (PED23120) (Ward 9) (Item 10.3)**

The staff presentation was waived.

James Webb with WEBB Planning Consultants Inc. was in attendance and indicated support for the staff report.

The delegation from James Webb with WEBB Planning Consultants Inc., was received.

Chair Danko called three times for public delegations and none came forward.

- (a) The following public submission (Item 10.3 (a)) regarding this matter was received and considered by the Committee; and
  - (i) Adam Sajgo – Concerns with development
- (b) The public meeting was closed.

For disposition of this matter, refer to Item 5.

**(iv) Application for Zoning By-law Amendment for Lands Located at 111 and 115 Fiddler's Green Road, Ancaster (PED23093) (Ward 12) (Item 10.4)**

The staff presentation was waived.

Katelyn Gillis with T. Johns Consulting Group Ltd., was in attendance and indicated support for the staff report, with the exception of the parking ratio.

The delegation from Katelyn Gillis with T. Johns Consulting Group Ltd., was received.

Chair Danko called three times for public delegations and none came forward.

- (a) The following written submissions (Item 10.4(a)), regarding this matter were received and considered by the Committee: and,
  - (i) George J. Gresko, in Opposition to the application.
  - (ii) Dylan and Gabrielle DePodesta, in Opposition to the application
- (b) The public meeting was closed.

For disposition of this matter, refer to Item 6.

**(v) Application for Approval of a Draft Plan of Subdivision for Lands Located at 705 and 713 Rymal Road East, Hamilton (PED23131) (Ward 6) (Item 10.5)**

The staff presentation was waived.

Glenn Wellings with Wellings Planning Consultants, was in attendance and indicated support for the staff report.

The delegation from Glenn Wellings with Wellings Planning Consultants, was received.

Chair Danko called three times for public delegations and none came forward.

- (a) The following written submission (Item 10.5 (a)) regarding this matter was received and considered by the Committee; and,
  - (i) Rehab Alsayari – Concerns with the development
- (b) The public meeting was closed.

For disposition of this matter, refer to Item 7.

The Committee Recessed from 12:35 p.m. to 1:15 p.m.

**(vi) Application for Amendments to the Urban Hamilton Official Plan, Township of Glanbrook Zoning By-law No. 464 and Zoning By-law No. 05-200, and Draft Plan of Subdivision for Lands Located at 3479 Binbrook Road, Glanbrook (PED23117) (Ward 11) (Item 10.6)**

The staff presentation was waived.

Peter De Iulio with Metropolitan Consulting Inc., was in attendance and indicated support for the staff report.

The delegation from Peter De Iulio with Metropolitan Consulting Inc., was received.

Chair Danko called three times for public delegations.

The following delegation addressed the Committee:

- (i) Carolyn Stupple – Concerns with the development
- (a) The following written submissions (Item 10.6(a)) regarding this matter were received and considered by the Committee:
  - (i) Greg Halliday, Concerns with the application.
- (b) The following public delegation (Added Item 10.6(b)) regarding this matter was received and considered by the Committee:
  - (i) Carolyn Stupple
- (c) The public meeting was closed.

For disposition of this matter, refer to Item 8.

**(vii) Application for a Zoning By-law Amendment for Lands Located at 211 York Road, Dundas (PED23165) (Ward 13) (Item 10.7)**

The staff presentation was waived.

Mitch Gold with Forge & Foster, was in attendance and indicated support for the staff report.

The delegation from Mitch Gold with Forge & Foster, was received.

Chair Danko called three times for public delegations and none came forward.

- (a) The following written submissions (Item 10.7 (a)) regarding this matter were received and considered by the Committee; and,
  - (i) Kevin Golem, Concerns with development
  - (ii) Jarrid Radoslav, Concerns with development
- (b) The public meeting was closed.

For disposition of this matter, refer to Item 9.

**(viii) Urban Expansion Areas Secondary Planning Policy Framework and Guidelines (PED23144) (City Wide) (Item 10.8)**

Mark Kehler, Senior Planner, addressed the Committee with the aid of a PowerPoint presentation.

The staff presentation was received.

**Registered Delegations (Item 10.8(c)):**

- (i) Patricia Baker – Not in attendance
- (ii) Mary Love – Not in attendance
- (iii) Peter Appleton – Not in attendance
- (iv) Carolyn Stupple (in-person) – Concerns with Report

Chair Danko called three times for public delegations and none came forward.

- (a) The following public submissions (Item 10.8 (a), (b) and (c)) regarding this matter were received and considered by the Committee; and,
  - (i) Rob Stovel Jr. on behalf of Greenhorizons– Concerns with the Report Recommendations
  - (ii) Aileen McMillan - Opposed
  - (iii) Jeannette Macdonald McKibbon - Concerns
  - (iv) Daniel Coleman - Opposed
  - (v) Gus Mihailovich - Opposed
  - (vi) Allison Barnes - Opposed
  - (vii) David Falletta, Bousfields Inc. - Concerns
  - (viii) Hailey Van Sickle - Opposed
  - (ix) Laura Robson - Opposed
  - (x) Tony Maddalena - Opposed
  - (xi) Gail Moffatt - Opposed
  - (xii) Margaret Tremblay - Opposed

- (xiii) Simon Caneo - Opposed
- (xiv) Elaine Harvey and Roger Connelly - Opposed
- (xv) Shania Ramharrack-Maharaj - Opposed
- (xvi) Patricia and Dennis Baker - Opposed
- (xvii) Marilyn Daniels - Opposed
- (xviii) Aileen McMillan - Opposed
- (xix) Eileen Booty - Concerns
- (xx) Cynthia Meyer - Opposed
- (xxi) Heather Yoell - Opposed
- (xxii) Caroline Hill Smith - Opposed
- (xxiii) John Corbett, Corbett Land Strategies Inc. - Comments
- (xxiv) Emma West, Bousfields Inc. – in support of the staff  
Recommendations
- (xxv) Anne Washington – Opposed
- (xxvi) Carolanne Forster – Concerns
- (xxvii) Liz Koblyk - Opposed

- (b) The public meeting was closed.

For disposition of this matter, refer to Item 10.

**(g) DISCUSSION ITEMS (Item 11)**

**(i) Applications for Official Plan Amendment and Zoning By-law Amendment for Lands Located at 382 Southcote Road, Ancaster (PED23119) (Ward12) (Item 11.1)**

Report PED23119 respecting Applications for Official Plan Amendment and Zoning By-law Amendment for Lands Located at 382 Southcote Road, Ancaster, was DEFERRED to the August 15, 2023 Planning Committee meeting.

**(ii) Application for Zoning By-law Amendment for Lands Located at 140 Wilson Street West, Ancaster (PED23122) (Ward 12) (Item 11.2)**

- (a) That Zoning By-law Amendment Application ZAC-20-024, by A.J. Clarke and Associates (c/o Stephen Fraser, Agent), on behalf of 1376412 Ontario Inc. (c/o Ali Alaichi, Owner), for a change in zoning from the Existing Residential “ER” Zone to the Holding Residential Multiple “H-RM6-714” Zone, Modified, under Zoning By-law No. 87-57 (Ancaster), in order to permit a three storey multiple dwelling containing nine dwelling units with 14 surface parking spaces, for lands located at 140 Wilson Street West, as shown on Appendix “A” attached to Report PED23122, be APPROVED on the following basis:

- (i) That the draft By-law attached as Appendix “B” to Report PED23122, which has been prepared in a form satisfactory to the City Solicitor, be enacted by City Council;
- (ii) That the amending By-law apply the Holding Provisions of Section 36(1) of the *Planning Act*, R.S.O. 1990 to the subject property by introducing the Holding ‘H’ to the proposed Residential Multiple “RM6-714” Zone, Modified, as shown on Schedule ‘A’ to Appendix “B” attached to Report PED23122:

The Holding Residential Multiple “H-RM6-714” Zone, Modified, applicable to the lands located at 140 Wilson Street West be removed conditional upon the following:

- (1) That the applicant complete an Archaeological Assessment to the satisfaction of the Ministry of Citizenship and Multiculturalism and the Director of Planning and Chief Planer;
  - (2) That the Owner prepare and receive approval of a Landscape Plan, including providing for 1 for 1 compensation for 22 privately owned trees (10 cm diameter at breast height (DBH) or greater) that are removed from private property through replanting trees on site and/or payment of cash-in-lieu, to the satisfaction of the Director of Planning and Chief Planner
  - (3) That the Owner shall investigate the noise levels and determine and implement the noise control measures that are satisfactory to the City of Hamilton in meeting the Ministry of Environment, Conservation and Parks (MECP) recommended sound level limits. An acoustical report prepared by a qualified Professional Engineer containing the recommended noise control measures shall be submitted to the satisfaction of the City of Hamilton, Director of Planning and Chief Planner. Should a peer review of the acoustical report be warranted, all associated costs shall be borne by the owner and shall be submitted to the satisfaction of the City of Hamilton, Director of Planning and Chief Planner;
- (iii) That the proposed amendment is consistent with the Provincial Policy Statement (2020), conforms to A Place to Grow: Growth Plan for the Greater Golden Horseshoe (2019,



as amended), and complies with the Urban Hamilton Official Plan and Ancaster Wilson Street Secondary Plan.

- (a) The Draft Zoning By-law Amendment attached as Appendix “B” to Report PED23122 was **amended** by:
  - (i) ***Deleting “1.55” from subsection (f) Parking of the proposed Holding Residential Multiple “H-RM6-714” Zone, Modified, and replacing it with “1.33”; and,***
  - (ii) ***Deleting “29 percent” from subsection (i) Minimum Landscaping of the proposed Holding Residential Multiple “H-RM6-714” Zone, Modified, and replacing it with “26 percent”.***
- (b) ***That Staff be directed, through review of a Landscape Plan submitted to satisfy Holding Provision b) of the proposed Holding Residential Multiple “H-RM6-714” Zone, Modified, to work with the Applicant / Owner to:***
  - (i) ***Maintain as much landscaping area as possible within the subject lands and municipal boulevard and ensure adequate protection of Tree No. 2 on the Tree Protection Plan while ensuring the relocation of the proposed driveway access provides for safe and efficient pedestrian and vehicular traffic movement and visibility; and,***
  - (ii) ***Explore the potential to retain Tree No. 1 on the Tree Protection Plan, if possible.***

For disposition of this matter, refer to Item 11.

**(iii) Provincial Amendments to the Greenbelt Plan (Greenbelt Plan Amendment No. 3) (PED23046(a)) (City Wide) (Item 11.4)**

Steve Robichaud, Director of Planning and Chief Planner, addressed the Committee with the aid of a PowerPoint presentation.

The presentation from Steve Robichaud, Director of Planning and Chief Planner, respecting Provincial Amendments to the Greenbelt Plan (Greenbelt Plan Amendment No. 3), was received.

The following written submissions were received:

- (i) Daniel Coleman – opposed to the proposed

- amendments/consulting with a Province Facilitator
- (ii) Karen Bouwman - opposed
  - (iii) Alex Matheson - opposed
  - (iv) Rose Janson – opposed
  - (v) GERALYNNE KEECH - opposed
  - (vi) Michelle Tom - opposed
  - (vii) Wyn Andress - opposed
  - (viii) Rick Johnson - opposed
  - (ix) Elaine Elson - opposed
  - (x) Dieter Klaus - opposed
  - (xi) Tracey Hancock - opposed
  - (xii) Gus Mihailovich - opposed
  - (xiii) Allison Barnes - opposed
  - (xiv) Jill Tonini - opposed
  - (xv) Andra Zommers - opposed
  - (xvi) Robert Wakulat - opposed
  - (xvii) John Corbett, Corbett Land Strategies – in support of the staff report
  - (xviii) Martha Howatt - opposed
  - (xix) Janet and Jim Fraser - opposed
  - (xx) George Baier - opposed
  - (xxi) Anna Vermaat - opposed
  - (xxii) Patricia Cole-Steves - opposed
  - (xxiii) Margaret Tremblay - opposed
  - (xxiv) Lois Corey - opposed
  - (xxv) Mike Gleadall - opposed
  - (xxvi) Elaine Harvey and Roger Connelly - opposed
  - (xxvii) Dorothy McIntosh - opposed
  - (xxviii) John Radoman - opposed
  - (xxix) Patricia and Dennis Baker - opposed
  - (xxx) Robin Cameron - opposed
  - (xxxi) Charlane Surerus - opposed
  - (xxxii) Marilyn Daniels - opposed
  - (xxxiii) Hailey Van Sickle - opposed
  - (xxxiv) Laura Robson - opposed
  - (xxxv) Grace Petz - opposed
  - (xxxvi) Kathy Garneau - opposed
  - (xxxvii) Marie Covert - opposed
  - (xxxviii) Eileen Booty - opposed
  - (xxxix) Cynthia Meyer - opposed
  - (xl) Heather Yoell - opposed
  - (xli) Caroline Hill Smith - opposed
  - (xlii) Elizabeth Knight - opposed
  - (xliii) Laura Trethewey - opposed
  - (xliv) Jean Mackay - opposed
  - (xlv) Anne Washington – opposed

- (xvi) Stephen Cooke - opposed
  - (xvii) Martine Bercier - opposed
  - (xlviii) Mark Forler - opposed
  - (xlix) Carolanne Forster - opposed
  - (l) Liz Koblyk - opposed
  - (li) Yvonne Sutherland-Case - opposed
  - (lii) Helena Dalrymple – opposed
- 
- (a) That Planning and Economic Development Department staff, in conjunction with Legal Services staff, be directed to provide input to the Provincial Land and Development Facilitator with respect to any private development proposals and associated community benefits within the lands removed by the Province from the Greenbelt Plan Area;
  - (b) That the Ten Directions to Guide Development attached as Appendix “D” to Report PED23046(a), which were previously approved by Council as part of the City’s Municipal Comprehensive Review process, be utilized as the framework for the City’s input to the Provincial Land and Development Facilitator with respect to any private development proposals within the lands removed by the Province from the Greenbelt Plan Areas;
  - (c) That Planning and Economic Development Department staff be directed to schedule a public meeting of the Planning Committee for the purpose of obtaining public input as to the City’s priorities and expectations with respect to any private development proposals within the lands removed by the Province from the Greenbelt Plan Area.

Sub-section (a) to Report PED23046(a) was **amended**, as follows:

- (a) That Planning and Economic Development Department staff, in conjunction with Legal Services staff, be directed to provide input to the Provincial Land and Development Facilitator **under protest** with respect to any private development proposals and associated community benefits within the lands removed by the Province from the Greenbelt Plan Area;

Report PED23046(a) was **amended**, by adding a new sub-section (d) as follows:

- (d) ***That Planning and Economic Development Department staff be directed to request public discussion except where***

***excluded under the provisions of the Municipal Act, including public agendas, a list of participants and minutes.***

Appendix “D” to Report PED23045(a) was ***amended*** by adding a new Direction #11, as follows, and re-numbering the balance accordingly:

***Direction #11***

***The City of Hamilton considers agricultural use to be of prime consideration, along with the protection of wetlands and natural heritage features.***

Report PED23046(a) was ***amended*** by adding a new sub-section (e), as follows:

- (e) ***That the Mayor send a letter regarding these recommendations to the Association of Municipalities of Ontario, Federation of Canadian Municipalities, Rural Ontario Municipal Association and all Ontario Municipalities.***

Report PED23046(a) was ***amended*** by adding wording to sub-section (c) as follows:

- (c) That Planning and Economic Development Department staff be directed to schedule a public meeting of the Planning Committee for the purpose of obtaining public input as to the City’s priorities and expectations with respect to any private development proposals within the lands removed by the Province from the Greenbelt Plan Area; ***and, that staff consult with City of Hamilton Public Engagement staff to ensure: the statutory meeting meets best engagement practice as much as possible; that the statutory meeting be held in the evening, be live streamed, and be held at a publicly accessible facility that is in close proximity to the Book Road lands; and, that all MPP and MP's be extended an invitation to attend.***

Upon Committee’s request the Sub-Sections ***as Amended***, were voted on separately, refer to Item 13.

The July 11, 2023 Planning Committee meeting was extended to 9:00 p.m.

The Committee Recessed from 5:30 p.m. to 6:00 p.m.

- (v) **Sign Variance Appeal SV-22-004 for the Property Known as 360 – 410 Lewis Road, Stoney Creek, Denied by the Director of Development Planning and Appealed by the Owner (PED23160) (Ward 10) (Item 11.10)**

That the Committee support the proposed variances, as submitted.

The Motion above was DEFEATED.

For disposition of this matter, refer to Item 19.

**(h) MOTIONS (Item 12)**

Councillor Danko relinquished the Chair to Councillor Hwang to introduce the following motion:

- (i) **Outstanding Parking Penalty Revenue (Item 12.2)**

For disposition of this matter, refer to Item 23.

Councillor Danko assumed the Chair for the remainder of the meeting.

**(i) PRIVATE & CONFIDENTIAL (Item 15)**

Committee moved into Closed Session pursuant to Section 9.3, Sub-sections (e), (f) and (k) of the City's Procedural By-law 21-021, as amended; and, Section 239(2), Sub-sections (e), (f) and (k) of the *Ontario Municipal Act*, 2001, as amended, as the subject matter pertains to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and, a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

- (i) **Appeal to the Ontario Land Tribunal for Refusal of Official Plan Amendment Application (UHOPA-21-023) and Zoning By-law Amendment Application (ZAC-21-049) by 2691893 Ontario Inc. c/o IronPoint Capital Management Inc. (c/o GSP Group Inc., Applicant) for Lands Located at 442, 450, 454 and 462 Wilson Street East (Ancaster) (LS23023/PED22037(b)) (Ward 12) (Item 15.1)**

For disposition of this matter, refer to Item 24.

- (ii) **Closed Session Minutes – June 13, 2023 (Added Item 15.2)**

- (a) The Closed Session Minutes dated June 13, 2023, were approved as presented; and,
- (b) The Closed Session Minutes dated June 13, 2023, are to remain confidential.

**(i) ADJOURNMENT (Item 16)**

There being no further business, the Planning Committee adjourned at 6:59 p.m.

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Councillor J.P. Danko, Chair  
Planning Committee

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Lisa Kelsey  
Legislative Coordinator



**PUBLIC WORKS COMMITTEE  
REPORT 23-010**

1:30 p.m.

Wednesday, July 12, 2023

Council Chambers

Hamilton City Hall

71 Main Street West

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

**THE PUBLIC WORKS COMMITTEE PRESENTS REPORT 23-010 AND  
RESPECTFULLY RECOMMENDS:**

1. **Hamilton Street Railway (HSR) Fare Policies (PW23024(a)) (City Wide) (Item 8.1)**
  - (a) That the General Manager, Public Works or designate, be directed to the suspend the HSR Temporary Transit Fare Special program and the Ontario Works Affordable Transit Pass program, effective December 31st, 2023, to introduce a pilot for HSR Fare Assist program, for the period of January 1, 2024 to June 30, 2026, and;
  - (b) That the total cost over the life of the pilot program, estimated at \$3.28 million including 2 temporary full-time employees, be funded through any available provincial funding and/or the Provincial Gas Tax Reserve (reserve #112204), and;
  - (c) That Council approve the request to expand/extend the contract for Self-Service Benefits Portal, provided by Clark Marketing Communications Contract #C003020, to include HSR Fare Assist program as a benefit for tracking and reporting at a one-time cost of \$24,000 to be funded through the Provincial Gas Tax Reserve (reserve #112204) in 2023, and;
  - (d) That Council approve the transfer of \$248,680 allocated in the Ontario Works Division base levy for the Affordable Transit Pass to the Transit Division during the 2024 budget process, and;

**Council – July 14, 2023**

- (e) That staff report back no later than March 2025 to provide a status update of the Fare Assist Program, including ridership, costs, and effectiveness, and;
- (f) That staff bring forward a final report to the 2026 budget process with recommendations regarding the status of the Fare Assist program.

**2. Impact of On-Site and Excess Soils Management Regulation (O. Reg 406/19) and other pressures on Capital Program Costs (PW22039(a)) (City Wide) (Outstanding Business List Item) (Item 9.2)**

That Report PW22039(a), respecting Impact of On-Site and Excess Soils Management Regulation (O. Reg 406/19) and other pressures on Capital Program Costs, be received.

**3. Proposed Permanent Closure and Sale of Portion of Unassumed Alleyway Abutting 165 Burton Street, Hamilton (Ward 3) (PW23047) (Item 10.1)**

- (a) That the application of the owner of 165 Burton Street, Hamilton, to permanently close and purchase a portion of the unassumed alleyway abutting 165 Burton Street, Hamilton, (“Subject Lands”), as shown on Appendix "A" & “B”, attached to Report PW23047, be approved, subject to the following conditions:
  - (i) That the applicant makes an application to the Ontario Superior Court of Justice, under Section 88 of the Registry Act, for an order to permanently close the Subject Lands, if required by the City, subject to:
    - (1) The General Manager of Public Works, or designate, signing the appropriate documentation to obtain any required court order; and
    - (2) The documentation regarding any required application to the Ontario Superior Court of Justice being prepared by the applicant, to the satisfaction of the City Solicitor;
  - (ii) That the applicant be fully responsible for the deposit of a reference plan in the proper land registry office, and that said plan be prepared by an Ontario Land Surveyor, to the satisfaction of the Manager, Geomatics and Corridor Management Section, and that the applicant also deposit a reproducible copy of said plan with the Manager, Geomatics and Corridor Management Section;



- (iii) That, subject to any required application to the Ontario Superior Court of Justice to permanently close the Subject Lands being approved:
  - (1) The City Solicitor be authorized and directed to prepare all necessary by-laws to permanently close and sell the alleyway, for enactment by Council;
  - (2) That the City Solicitor be authorized to amend and waive such terms as they consider reasonable to give effect to this authorization and direction;
- (iv) The Corporate Real Estate Office of the Planning and Economic Development Department be authorized and directed to enter into any requisite easement agreements, right of way agreements, and/or other agreements deemed necessary to affect the orderly disposition of the Subject Lands and to proceed to sell the Subject Lands to the owners of 165 Burton Street, Hamilton, as described in Report PW23047, in accordance with the City of Hamilton Sale of Land Policy By-law 14-204;
- (v) The City Solicitor be authorized to complete the transfer of the Subject Lands to the owners of 165 Burton Street, Hamilton, pursuant to an Agreement of Purchase and Sale or Offer to Purchase as negotiated by the Corporate Real Estate Office of the Planning and Economic Development Department;
- (vi) The City Solicitor be authorized and directed to register a certified copy of the by-laws permanently closing and selling the alleyway in the proper land registry office;
- (vii) The Public Works Department publish any required notice of the City's intention to pass the by-laws and/or permanently sell the closed alleyway pursuant to City of Hamilton Sale of Land Policy By-law 14-204;
- (viii) That the net proceeds of the sale of the Subject Lands be transferred to a new Project ID for the purpose to fund trees, beautification, park improvements and other open space improvements within Ward 3 to the satisfaction of the Manager, Parks and Cemeteries in consultation with the Ward Councillor.

**4. Proposed Permanent Closure and Sale of Portion of Unassumed Alleyway Abutting 932 King Street East, Hamilton (Ward 3) (PW23048) (Item 10.2)**

- (a) That the application of the owner of 932 King Street East, Hamilton, to permanently close and purchase a portion of the unassumed alleyway abutting the south side of 932 King Street East, Hamilton, ("Subject Lands"), as shown on Appendix "A", attached to Report PW23048, be approved, subject to the following conditions:
  - (i) That the applicant makes an application to the Ontario Superior Court of Justice, under Section 88 of the Registry Act, for an order to permanently close the Subject Lands, if required by the City, subject to:
    - (1) The General Manager of Public Works, or designate, signing the appropriate documentation to obtain any required court order; and
    - (2) The documentation regarding any required application to the Ontario Superior Court of Justice being prepared by the applicant, to the satisfaction of the City Solicitor;
  - (ii) That the applicant be fully responsible for the deposit of a reference plan in the proper land registry office, and that said plan be prepared by an Ontario Land Surveyor, to the satisfaction of the Manager, Geomatics and Corridor Management Section, and that the applicant also deposit a reproducible copy of said plan with the Manager, Geomatics and Corridor Management Section;
  - (iii) That, subject to any required application to the Ontario Superior Court of Justice to permanently close the Subject Lands being approved:
    - (1) The City Solicitor be authorized and directed to prepare all necessary by-laws to permanently close and sell the alleyway, for enactment by Council;
    - (2) That the City Solicitor be authorized to amend and waive such terms as they consider reasonable to give effect to this authorization and direction;
  - (iv) The Corporate Real Estate Office of the Planning and Economic Development Department be authorized and directed to enter into any requisite easement agreements, right of way agreements, and/or other agreements deemed necessary to affect the orderly

disposition of the Subject Lands and to proceed to sell the Subject Lands to the owners of 932 King Street East, Hamilton, as described in Report PW23048, in accordance with the City of Hamilton Sale of Land Policy By-law 14-204;

- (v) The City Solicitor be authorized to complete the transfer of the Subject Lands to the owners of 932 King Street East, Hamilton, pursuant to an Agreement of Purchase and Sale or Offer to Purchase as negotiated by the Corporate Real Estate Office of the Planning and Economic Development Department;
- (vi) The City Solicitor be authorized and directed to register a certified copy of the by-laws permanently closing and selling the alleyway in the proper land registry office;
- (vii) The Public Works Department publish any required notice of the City's intention to pass the by-laws and/or permanently sell the closed alleyway pursuant to City of Hamilton Sale of Land Policy By-law 14-204;
- (viii) That the net proceeds of the sale of the Subject Lands be transferred to a new Project ID for the purpose to fund trees, beautification, park improvements and other open space improvements within Ward 3 to the satisfaction of the Manager, Parks and Cemeteries in consultation with the Ward Councillor.

**5. Standardization of Hamilton Water Equipment and Services (PW23049) (City Wide) (Item 11.1)**

- (a) That the standardization of the products, services, manufacturers and distributors identified in the attached Appendices "A", "B", and "C" to Public Works Committee Report 23-010 pursuant to Procurement Policy #14 - Standardization and as the single source of supply for the listed equipment, parts, supplies and services for the Hamilton Water Division be approved.
- (b) That the General Manager of Public Works, or their designate, be authorized to negotiate, enter into and execute any required Contract and any ancillary documents required to give effect thereto with those suppliers identified in the attached Appendices with content acceptable to the General Manager of Public Works, and in a form satisfactory to the City Solicitor; and,
- (c) That the General Manager of Public Works, or their designate, be authorized to amend any Contracts executed and any ancillary documents as required in the event that a service provider, manufacturer, or distributor

identified in the attached Appendices undergoes a name change or a new distributor relationship in a form satisfactory to the City Solicitor.

**6. Waste Management Sub-Committee Report 23-002 - June 23, 2023 (Item 11.2)**

That Waste Management Sub-Committee Report 23-002 – June 23, 2023, be received.

**7. Update on 2-Year Pilot Parks Patrol Program (PW20046(a)) (City Wide) (Outstanding Business List Item) (Item 11.3)**

- (a) That Corporate Security be directed to continue the Parks Security Patrol program using a new delivery model of permanent Mobile Security Patrol team dedicated to all City owned properties and that the estimated 2023 cost of \$180,000, if not mitigated through other savings, be reported through the budget variance process and that the estimated 2024 budget costs of \$360,000 be referred to the 2024 Budget process;
- (b) That item ABG on the Public Works Committee Outstanding Business List respecting “That Corporate Security report back to the Public Works Committee, prior to the completion of the two-year pilot, presenting the results of the program including the metrics used to measure the value, impacts and improvements as a result of the pilot program”, be referred to staff for a report back to the Public Works Committee; and
- (c) That item ADC on the Public Works Committee Outstanding Business List respecting “Staff were directed to report back respecting the results of the two year Pilot Program re Security Report on theft and vandalism prevention in City owned spaces.”, be referred to staff for a report back to the Public Works Committee.

**8. School Site Design Guidelines for Active and Sustainable Transportation (PED23158) (City Wide) (Item 11.4)**

That the School Site Design Guidelines for Active and Sustainable Transportation attached as Appendix "D" to Public Works Committee Report 23-010 be endorsed to inform the planning and design of new and existing school sites.

**9. Globe Dog Park Improvements, 800 Woodward Avenue (Ward 4) (Item 12.1)**

WHEREAS, Globe Dog Park is a leash free, fenced, public amenity located at 800 Woodward Avenue;

WHEREAS, the community has reached out to the Ward 4 Councillor and

requested a shade/rain shelter at this park;

WHEREAS, Capital funding is required to fund this new amenity;

WHEREAS, a shelter at the Globe Dog Park supports the City of Hamilton Strategic Priorities of Healthy and Safety Communities and of Built Environment and Infrastructure by providing a safe space and infrastructure, and by supporting active, healthy, and quality of life; and

WHEREAS, off-leash dog parks with safe infrastructure support the human-canine bond.

THEREFORE, BE IT RESOLVED:

- (a) That a new shade/rain shelter be constructed at Globe Dog Park, 800 Woodward Avenue, to be funded from the Ward 4 Capital Discretionary Account [3302109400] at an upset limit, including contingency, not to exceed \$30,000; and
- (b) 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 construction of the shade/rain shelter at Globe Dog Park, 800 Woodward Avenue.

**10. Pathway Improvements at Rockcliffe Gardens Park, 40 Riley Street, Waterdown (Ward 15) (Item 12.2)**

WHEREAS, a new play structure and wood fibre safety surfacing was installed at Rockcliffe Gardens Park located at 40 Riley Street, Waterdown, in 2023;

WHEREAS, engineered wood fibre is the safety surfacing material that is installed as part of most play structure installations;

WHEREAS, wood fibre safety surfacing meets Ontario accessibility standards, however it may be a challenging surface for some residents to navigate depending on mobility devices and mobility levels;

WHEREAS, enhancements, such as the addition of rubber surface within the play structure safety surfaces and additional asphalt pathways outside of the play area, promotes increased mobility to the play structure; and

WHEREAS, additional funding is required to support this accessibility enhancement.

THEREFORE, BE IT RESOLVED:

- (a) That the installation of a rubber pathway placed through the wood fibre safety surfacing and an additional asphalt pathway along the perimeter of the Rockcliffe Gardens playground, located at 40 Riley Street, Waterdown, to be funded from the Ward 15 Non-Property Tax Revenue Account (3301609615) at an upset limit, including contingency, not to exceed \$35,000, be approved; and
- (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 pathway improvements at the Rockcliffe Gardens playground located at 40 Riley Street, Waterdown.

**11. Installation of Windscreens at Sir Allan MacNab Tennis Court, 145 Magnolia Drive, Hamilton (Ward 14) (Item 12.3)**

WHEREAS, two existing tennis courts located on Hamilton Wentworth District School Board (HWDSB) lands at Sir Allan MacNab High School, 45 Magnolia Drive, Hamilton, provide active recreational use for the Fessenden Neighbourhood community residents and beyond;

WHEREAS, the two tennis courts were constructed and are maintained by the City of Hamilton on HWDSB lands;

WHEREAS, this is a public tennis amenity, which would not typically be operationally provided with windscreens on the fencing; and

WHEREAS, Area Rating funding of \$7,000 will fund the one-time acquisition and installation of the windscreens, and future replacements have not been included in the Parks operational budget.

THEREFORE, BE IT RESOLVED:

- (a) That the installation of windscreens at the tennis courts located at Sir Allan MacNab High School, 145 Magnolia Drive, Hamilton, at a cost of \$7,000, to be funded from the Ward 14 Special Capital Re-Investment Reserve #108064 be approved; and
- (b) That the Mayor and City Clerk be authorized and directed to execute any required agreement(s) and ancillary documents for the installation of windscreens at the tennis courts located at Sir Allan MacNab High School, 145 Magnolia Drive, Hamilton, with such terms and conditions in a form satisfactory to the City Solicitor.

**12. Installation of Rubber Safety Surface as Part of the Play Equipment Replacements at Macassa Park, 701 Upper Sherman Avenue, Elmar Park, 140 Brigade Drive, Burkholder Park, 478 East 25th Street, and Peace Memorial Park, 85 East 36th Street (Ward 7) (Added Item 12.4)**

WHEREAS, at the July 6, 2022 Public Works Committee Meeting, a motion was approved to fund through the Ward 7 area rating account, the replacement of four play structures located in Ward 7: Macassa Park, Elmar Park, Burkholder Park and Peace Memorial Park;

WHEREAS, engineered wood fibre is the safety surfacing material that is installed as part of most play structure installation;

WHEREAS, wood fibre safety surfacing meets Ontario accessibility standards, however it may be a challenging surface for some residents to navigate depending on mobility devices and mobility levels;

WHEREAS, enhancements, such as the addition of rubber safety surface within the play area promotes increased mobility to the play structure; and

WHEREAS, additional funding is required to support this accessibility enhancement.

THEREFORE, BE IT RESOLVED:

- (a) That the installation of a rubber safety surface be included as part of the play equipment replacements at Macassa Park, 701 Upper Sherman Avenue, Elmar Park, 140 Brigade Drive, Burkholder Park, 478 East 25<sup>th</sup> Street, and Peace Memorial Park, 85 East 36<sup>th</sup> Street, to be funded from the Ward 7 Capital Re-Investment Reserve (#108057) at an upset limit, including contingency, not to exceed \$700,000, be approved; and
- (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.

**13. Accessible Portable Toilets at Sam Lawrence Park, 255 Concession Street, Hamilton (Ward 8) (Added Item 12.5)**

WHEREAS, Sam Lawrence Park located at 255 Concession Street, Hamilton, is a community park offering beautiful vistas and recreational opportunities for residents in Ward 8 and beyond;

WHEREAS, there is no public washroom facility available to park visitors during the busier summer/fall season; 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 accessible portable toilet(s) at Sam Lawrence Park, 255 Concession Street, Hamilton, to be funded from the Ward 8 Capital Discretionary Account (3302309800) at an upset limit, including contingency, not to exceed \$3,000, be approved; and
- (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.

**14. Tennis Court Improvements at Huntington Park, 40 Broker Road, Hamilton (Ward 6) (Added Item 12.6)**

WHEREAS, Huntington Park, 40 Broker Road, Hamilton, is a diverse community park in Ward 6 with recreation amenities that promote healthy recreational activity opportunities for the community;

WHEREAS, the park supports four publicly-owned tennis courts that are in need of investment to address cracks on the court surface; and

WHEREAS, this short-term and cost-effective repair will improve the court surface for users.

THEREFORE, BE IT RESOLVED:

- (a) That the court surface crack repair works to improve the existing four publicly-owned tennis courts within Huntington Park, 40 Broker Road, Hamilton, to be funded from the Ward 6 Capital Discretionary Account (3302109600) at an upset limit, including contingency, not to exceed \$10,000, be approved; and
- (b) That the Mayor and City Clerk be authorized and directed to execute any required agreement(s) and ancillary documents, with such terms and conditions in a form satisfactory to the City Solicitor.

**15. Transit Maintenance & Storage Facility - Cost Increase (PW23051 / FCS23084) (City Wide) (Item 15.1)**

- (a) That the direction provided to staff in closed session be approved and remain confidential.



- (b) That Report PW23051 / FCS23084, respecting Transit Maintenance & Storage Facility - Cost Increase, remain confidential.

**FOR INFORMATION:**

**(a) APPROVAL OF AGENDA (Item 2)**

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

**13. NOTICES OF MOTION**

- 13.1 Installation of Windscreens at Sir Allan MacNab Tennis Court, 145 Magnolia Drive, Hamilton (Ward 14)
- 13.2 Installation of Rubber Safety Surface as Part of the Play Equipment Replacements at Macassa Park, 701 Upper Sherman Avenue, Elmar Park, 140 Brigade Drive, Burkholder Park, 478 East 25th Street, and Peace Memorial Park, 85 East 36th Street (Ward 7)
- 13.3 Accessible Portable Toilets at Sam Lawrence Park, 255 Concession Street, Hamilton (Ward 8)
- 13.4 Tennis Court Improvements at Huntington Park, 40 Broker Road, Hamilton (Ward 6)

The Agenda for the July 12, 2023 Public Works Committee meeting was approved, as amended.

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

There were no declarations of interest.

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

**(i) June 12, 2023 (Item 4.1)**

The Minutes of the June 12, 2023 meeting of the Public Works Committee were approved, as presented.

**(d) DELEGATION REQUESTS (Item 6)**

The following Delegation Requests were approved:

- (i) Tiffany Garvey, respecting DARTS (for a future meeting) (Item 6.1)

- (ii) Elizabeth Calouro, 2555375 Ontario Inc., respecting Item 10.2 Proposed Permanent Closure and Sale of Portion of Unassumed Alleyway Abutting 932 King Street East, Hamilton (Ward 3) (PW23048) (for today's meeting) (Item 6.2)

**(e) STAFF PRESENTATIONS (Item 8)**

- (i) **Hamilton Street Railway (HSR) Fare Policies (PW23024(a)) (City Wide) (Item 8.1)**

Nancy Purser, Manager of Transit Support Services, provided the Committee with an overview of Report PW23024(a), respecting Hamilton Street Railway (HSR) Fare Policies, with the aid of a PowerPoint Presentation.

The presentation from Nancy Purser, Manager of Transit Support Services, respecting Hamilton Street Railway (HSR) Fare Policies, was received.

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

**(f) CONSENT ITEMS (Item 9)**

- (i) **Waste Management Advisory Committee Minutes - June 27, 2022 (Item 9.1)**

The Waste Management Advisory Committee Minutes of June 27, 2022, were received.

**(g) PUBLIC HEARINGS (Item 10)**

- (i) **Proposed Permanent Closure and Sale of Portion of Unassumed Alleyway Abutting 165 Burton Street, Hamilton (Ward 3) (PW23047) (Item 10.1)**

Councillor Nann advised that the notice of Proposed Permanent Closure and Sale of Portion of Unassumed Alleyway Abutting 165 Burton Street, Hamilton (Ward 3), Hamilton was provided as required under the City's By-law No. 14-204 – the Sale of Land Policy By-law.

The Committee Clerk advised that there were no registered speakers.

The Chair asked three times if there were any members of the public in attendance who wished to come forward to speak to the matter. No individuals came forward.

The public meeting closed.

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

**(ii) Proposed Permanent Closure and Sale of Portion of Unassumed Alleyway Abutting 932 King Street East, Hamilton (Ward 3) (PW23048) (Item 10.2)**

Councillor Nann advised that the notice of Proposed Permanent Closure and Sale of Portion of Unassumed Alleyway Abutting 932 King Street East, Hamilton (Ward 3), Hamilton was provided as required under the City's By-law No. 14-204 – the Sale of Land Policy By-law.

The Committee Clerk advised that there was one registered speaker.

The Chair asked three times if there were any members of the public in attendance who wished to come forward to speak to the matter. No additional members of the public came forward.

**Registered Speaker:**

**1. Elizabeth Calouro, 2555375 Ontario Inc.**

Elizabeth Calouro addressed the Committee in support of the Proposed Permanent Closure and Sale of Portion of Unassumed Alleyway Abutting 932 King Street East, Hamilton (Ward 3), with the aid of a PowerPoint presentation.

The registered delegation from Elizabeth Calouro, was received.

The public meeting closed.

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

**(h) DISCUSSION ITEMS (Item 11)**

Councillor Nann relinquished the Chair to Councillor Pauls for the remainder of the meeting.

**(i) Update on 2-Year Pilot Parks Patrol Program (PW20046(a)) (City Wide) (Outstanding Business List Item) (Item 11.3)**

- (a) That Corporate Security be directed to continue the Parks Security Patrol program using a new delivery model of permanent Mobile

Security Patrol team dedicated to all City owned properties and that the estimated 2023 cost of \$180,000, if not mitigated through other savings, be reported through the budget variance process and that the estimated 2024 budget costs of \$360,000 be referred to the 2024 Budget process;

- (b) That item ABG, on the Public Works Committee Outstanding Business List respecting “That Corporate Security report back to the Public Works Committee, prior to the completion of the two-year pilot, presenting the results of the program including the metrics used to measure the value, impacts and improvements as a result of the pilot program”, be identified as completed and be removed; and
- (c) That item ADC, on the Public Works Committee Outstanding Business List respecting “Staff were directed to report back respecting the results of the two year Pilot Program re Security Report on theft and vandalism prevention in City owned spaces.” be identified as completed and be removed.

The recommendations in Report PW20046(a) were amended as follows:

- (b) That item ABG on the Public Works Committee Outstanding Business List respecting “That Corporate Security report back to the Public Works Committee, prior to the completion of the two-year pilot, presenting the results of the program including the metrics used to measure the value, impacts and improvements as a result of the pilot program”, **be referred to staff for a report back to the Public Works Committee; and**
- (c) That item ADC on the Public Works Committee Outstanding Business List respecting “Staff were directed to report back respecting the results of the two year Pilot Program re Security Report on theft and vandalism prevention in City owned spaces.”, **be referred to staff for a report back to the Public Works Committee.**

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

**(i) NOTICES OF MOTION (Item 13)**

- (i) Road Rehabilitation on Summercrest Drive, Marcella Crescent, Tara Court and St. Steven Street, Hamilton (Ward 5) (Item 13.1)**

Councillor Kroetsch, in Councillor Francis’ absence, introduced the following Notice of Motion:

WHEREAS, Summercrest Drive, Marcella Crescent, Tara Court, and St. Steven Street, all in Ward 5, are in need of road rehabilitation to extend the life of these roadways and therefore improve service levels and reduce maintenance costs.

THEREFORE, BE IT RESOLVED:

- (a) That Public Works staff be authorized and directed to rehabilitate the road and associated concrete works (as required), to be funded from the Ward 5 Capital Re-Investment Reserve #108055 at an upset limit, including contingency, not to exceed \$1,500,000, with design anticipated to commence in 2023 and construction to be completed in 2024 on the following roads:
  - (i) Summercrest Drive from Greenhill Avenue to Marcella Crescent;
  - (ii) Marcella Crescent from Summercrest Drive to Summercrest Drive;
  - (iii) Tara Court from Summercrest Drive to south end of Tara Court;
  - (iv) St. Steven Street from Greenhill Avenue to Summercrest Drive; and
- (b) That the Mayor and City Clerk be authorized and directed to execute any required agreement(s) and ancillary documents, with such terms and conditions in a form satisfactory to the City Solicitor.

Councillor Pauls relinquished the Chair to Councillor Kroetsch in order to introduce the following Notice of Motion:

- (ii) **Installation of Rubber Safety Surface as Part of the Play Equipment Replacements at Macassa Park, 701 Upper Sherman Avenue, Elmar Park, 140 Brigade Drive, Burkholder Park, 478 East 25th Street, and Peace Memorial Park, 85 East 36th Street (Ward 7) (Item 13.2)**

The Rules of Order were waived to allow for the introduction of a Motion respecting Installation of Rubber Safety Surface as Part of the Play Equipment Replacements at Macassa Park, 701 Upper Sherman Avenue, Elmar Park, 140 Brigade Drive, Burkholder Park, 478 East 25th Street, and Peace Memorial Park, 85 East 36th Street (Ward 7).

For disposition of this matter, refer to Item 12.

Councillor Pauls assumed the Chair.

**(iii) Accessible Portable Toilets at Sam Lawrence Park, 255 Concession Street, Hamilton (Ward 8) (Item 13.3)**

The Rules of Order were waived to allow for the introduction of a Motion respecting Accessible Portable Toilets at Sam Lawrence Park, 255 Concession Street, Hamilton (Ward 8).

For disposition of this matter, refer to Item 13.

**(iv) Tennis Court Improvements at Huntington Park, 40 Broker Road, Hamilton (Ward 6) (Item 13.4)**

The Rules of Order were waived to allow for the introduction of a Motion respecting Tennis Court Improvements at Huntington Park, 40 Broker Road, Hamilton (Ward 6).

For disposition of this matter, refer to Item 14.

**(h) GENERAL INFORMATION / OTHER BUSINESS (Item 14)**

**(i) Amendments to the Outstanding Business List (Item 14.1)**

The following amendment to the Public Works Committee's Outstanding Business List, was approved:

- (1) Items Considered Complete and Needing to be Removed (Item 14.1(a)):
  - (i) Impact of On-Site and Excess Soils Management Regulation (O. Reg 406/19) and other pressures on Capital Program Costs (Item 14.1(a)(a))  
Addressed as Item 9.2 (PW23039(a)) (today's agenda)  
Item on OBL: ACZ
  - (ii) Results of Parks Security Patrol Pilot Program (Item 14.1(a)(b) – **WITHDRAWN**)
  - (iii) Security Report on Theft and Vandalism Prevention in City-Owned Spaces - Results of 2-Year Pilot Program (Item 14.1(a)(c) - **WITHDRAWN**)

**(i) PRIVATE AND CONFIDENTIAL (Item 15)**

- (i) The Committee moved into Closed Session respecting Item 15.1, pursuant to Section 9.3, Sub-section (k) of the City's Procedural By-law 21-021, as amended, and Section 239(2), Sub-section (k) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.
  
- (ii) **Transit Maintenance & Storage Facility - Cost Increase (PW23051 / FCS23084) (City Wide) (Item 15.1)**

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

**(j) ADJOURNMENT (Item 16)**

There being no further business, the meeting adjourned at 8:01 p.m.

Respectfully submitted,

Councillor N. Nann, Chair,  
Public Works Committee

Councillor E. Pauls, Acting Chair  
Public Works Committee

Carrie McIntosh  
Legislative Coordinator  
Office of the City Clerk

**Appendix A - Equipment, Parts, Supplies and Services for the City of Hamilton Environmental Laboratory**

Vendor Name	Original Equipment Manufacturer (OEM)	Provider for Service	Distributor for Equipment, Parts and Supplies	(OEM) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Est. Annual Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
Agilent Technologies Canada, Inc.	x	x	x	Original Equipment Manufacturer- Instruments, parts, supplies and service for trace metal (Agilent 5900 ICPOES and Agilent 7900 ICPMS) and trace organic analysis (Agilent GC/MSD System, Tekmar Purge and Trap auto sampler with Agilent GC/MSD System, Agilent GC/MS/MS System, SPME PAL Autosampler with GC/MSD System).	Sole Original Equipment Manufacturer - Preventive Maintenance, Repair, Service Contract for existing equipment utilized by the Environmental Laboratory for the analysis of drinking water, wastewater, surface water, storm water. Landfill samples and biosolids	Sole Original Equipment Manufacturer - spare parts, brokerage fees, supplies for existing equipment utilized by the Environmental Laboratory for the analysis of drinking water, wastewater, surface water, storm water, landfill samples and biosolids	\$ 140,000.00	\$ 134,146.85	\$ 105,158.82	\$ 55,472.32	\$ 63,855.20	\$ 64,948.96
Bureau Veritas (BV)		X			Recommend the use of Bureau Veritas (BV) as one of two vendors for subcontracting laboratory analysis to a lab that is accredited to ISO 17025 and MECP Licensed for regulatory drinking water analysis. Recommend use of BV for the analysis of emergency samples (for example, in response to a drinking water concern, a spill into or from the sewer system or a wastewater plant upset) as well as surplus regulatory drinking water, surface water, storm water, wastewater, biosolids and landfill samples when the City of Hamilton Environmental Lab experiences an instrument malfunction or surplus testing requirements. Due to the close proximity of BV to the City of Hamilton Environmental Laboratory (CHEL), samples can be picked up and analyzed the same day. This is especially important for parameters that must be analyzed within 24-48 hours of sample collection. BV is an accredited and licensed lab with an extensive scope of testing and as such they are able to provide this service without further subcontracting. They have provided services that meets our specifications. Recommend the approval to use BV as one of two different accredited/licensed labs for emergency and surplus testing. Approval to use 2 vendors for subcontracting laboratory analysis would provide an allowance for issues experienced by one vendor that would disqualify certain analysis as well as issues with high sample load. The last time this service was tendered, the process took 4 years and three tenders to complete. Considering it took 3 attempts to find a successful applicant, Procurement suggested adding this service to policy 14.		\$ 50,000.00	\$ 15,548.00	\$ 8,179.00	\$ 11,776.00		
Environmental Resource Associates (ERA)	x			OEM Provider of specialized standards utilized by the Environmental Laboratory to maintain ISO 17025 Accreditation.								
Gold Standard Diagnostics Horsham, Inc. (formerly Eurofins Abraxis) \$ USD	x		x	Original Equipment Manufacturer-Supplies, Certified Reference Materials and Laboratory Performance Testing samples for microcystins ELISA analysis of drinking water.		Sole worldwide manufacturer and North American distributor of Supplies for microcystins ELISA analysis of drinking water including Certified Reference Materials and Laboratory Performance Testing samples.	\$ 9,500.00	\$ 8,723.78	\$ 9,967.47	\$ 9,552.00	\$ 8,892.72	\$ 6,675.00
Linde Canada Inc	x		x	Provider of Specialty Gases for Laboratory Analysis of drinking water, wastewater, surface water and storm water using Analytical Instrumentation		There are currently only 3 suppliers of specialty gases in the market, however, only Linde is able to provide all of the specialty gases required including ultrapure helium at this time. Currently, the bulk argon tank located inside the laboratory building belongs to Linde. Procurement staff and Lab staff have reviewed the Ontario Government's Vendor of Record agreement with Linde, recently established and decided to move forward with a Policy 12 cooperative procurement venture for specialty gases. The next step is for procurement to contact Linde to create an agreement between Linde and the City of Hamilton Environmental Lab, under the Provincial VOR agreement. For helium, we would continue to request a Policy 14 purchase as no one is willing to commit to a contract/price for helium at this time due to shortages and price instability.	\$ 40,000.00	\$ 36,318.05	\$ 28,979.00			



Vendor Name	Original Equipment Manufacturer (OEM)	Provider for Service	Distributor for Equipment, Parts and Supplies	(OEM) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Est. Annual Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
The Canadian Association for Laboratory Accreditation Inc. (CALA)		x			On site ISO 17025 Laboratory Assessments utilized by the Environmental Laboratory to maintain ISO 17025 Accreditation. Accreditation is mandatory in order for the City of Hamilton Environmental Lab to be able to continue to analyze drinking water. The Lab has been accredited by CALA since 1996. There are 2 accreditation bodies in Canada, however, CALA specializes in Laboratory accreditation. CALA assessors have current hands on lab experience enabling them to bring unsurpassed technical expertise to each on-site audit.		\$ 20,000.00	\$18,769.91	\$ 11,559.90	\$ 12,346.58	\$ 24,265.70	\$ 27,550.00
IDEXX Distribution, Inc./IDEXX Laboratories Canada Corp./IDEXX Laboratories, Inc.	x		x	Original Equipment Manufacturer- Parts and supplies for Microbiological analysis of regulated drinking waters, wastewaters as well as surface water, storm water and biosolids.		Sole Provider of supplies, and spare parts for existing equipment utilized by the Environmental Laboratory for the analysis of total coliforms and E.coli in drinking water, wastewater, surface water, storm water and biosolids.	\$ 35,000.00	\$ 28,203.52	\$ 33,263.14	\$33,420.61	\$ 7,513.26	\$ 16,805.00
Magnetar Corporation	x	x		Sole Provider- Maintenance and Upgrades to SIRIUS Laboratory Information Management System (LIMS) database.	Sole provider of Maintenance and Upgrades to SIRIUS Laboratory Information Management System (LIMS) database.		\$ 45,000.00	\$33,379.07	\$ 40,402.10	\$ 39,246.67	\$ 25,432.48	\$ 22,245.76
Millipore (Canada Ltd.)/ EMD Millipore Corporation/Millipore Canada Ltd./ MilliporeSigma Canada Ltd.	x		x	Original Equipment Manufacturer- Parts, supplies for Laboratory water purification systems for trace analysis.		Original Equipment Manufacturer - Consumables for existing water treatment equipment utilized by the Environmental Laboratory. The PM agreement gives the laboratory a discount off the list price of Millipore-EMD OEM consumables if purchased directly from Millipore-EMD. This is a significant cost savings provided to the City of Hamilton. Millipore will guarantee that the waters produced by their systems will meet the stated specifications for the equipment only if OEM Millipore brand parts are used. The lab has specific quality guidelines for the RO and LGW and must ensure that the equipment is capable of producing this quality, therefore it is essential to use OEM parts.	\$ 25,000.00	\$ 25,532.73	\$ 21,960.00	\$ 14,147.42	\$ 16,488.92	\$ 17,671.00
PTC Proficiency Testing Canada (Proficiency Testing Canada Inc.)			x			Provider of specialized standards utilized by the Environmental Laboratory to maintain ISO 17025 Accreditation. Double-blind Proficiency Testing (PT) water & wastewater samples are required to maintain accreditation for environmental laboratories involved in the analysis of drinking water. It is recommended that these PT study samples continue to be purchased from PTC because they are the sole provider who meets all of the requirements :are an accredited PT Provider, on the accreditation body's list of approved vendors, able to provide whole volume samples including microbiology, can provide all required standards as 4 whole volume samples twice a year, able to provide 4 samples per analyte at different concentration ranges from low to high, guarantee a minimum of 20 participants per study, evaluation of data for bias, statistical analysis of data, evaluation takes into account the method detection limits, compares study data to historical study data to ensure standard deviations are fit for purpose.	\$ 13,000.00	\$11,559.90	\$ 11,367.80	\$10,600.00	NA	NA

Vendor Name	Original Equipment Manufacturer (OEM)	Provider for Service	Distributor for Equipment, Parts and Supplies	(OEM) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Est. Annual Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
SGS Canada Inc.		x			Recommend the use of SGS Canada Inc. as one of two labs for subcontracting laboratory analysis to a lab that is accredited to ISO 17025 and MECP Licensed for regulatory drinking water analysis for specific tests listed in their scope of analysis. Recommend use of SGS for the analysis of regulatory drinking water, surface water, storm water, wastewater, biosolids and landfill samples during emergency situations or when the City of Hamilton Environmental Lab experiences instrument malfunction or process deficiency. SGS is an accredited and licensed lab with an extensive scope of testing. Having approval to use 2 vendors for subcontracting laboratory analysis would deal with issues experienced by one vendor that would disqualify certain analysis as well as issues with high sample load. The last time this service was tendered, there were no successful applicants. The tender was re-issued with only one successful applicant who passed the mandatory requirements. The tender was re-issued a third time and there were 2 more applicants that passed the pre-qualification. However, SGS Canada Inc. was the only applicant who passed the performance sample testing requirement. The process took 4 years. Considering it took 3 attempts to find a successful applicant, Procurement suggested adding SGS to policy 14 in 2016. SGS has provided cost effective service that meets our specifications.		\$ 50,000.00	\$ 142,787.88	\$ 222,136.77	\$ 123,171.35	\$ 34,059.27	\$ 38,738.10
Skalar Inc.	x	x	x	Original Equipment Manufacturer - Instruments parts, supplies and service for Skalar Automated Chemistry/BOD Systems.	Sole authorized service provider - Preventive Maintenance, Repair, Service Contract for existing equipment utilized by the Environmental Laboratory for the analysis of drinking water, wastewater, surface water, storm water and biosolids	OEM and Sole distributor- spare parts, brokerage fees, supplies for existing equipment utilized by the Environmental Laboratory for the analysis of drinking water, wastewater, surface water, storm water and biosolids.	\$ 25,000.00	\$ 14,266.00	\$ 29,837.20	\$ 19,334.95	\$ 13,377.95	\$ 22,071.50
Thermo Fisher Scientific (Mississauga) Inc. (Thermo Fisher Scientific)	X	X		Original Equipment Manufacturer- Instruments, parts, supplies and service for the two Aquion Ion Chromatographs used for analysis of anions in drinking water, wastewater, surface water, storm water, landfill samples and biosolids	Thermo Fisher Scientific (Mississauga) Inc is the sole manufacturer of the two ion chromatogram instruments used by the Environmental Laboratory to test for anions in drinking water, wastewater, surface water, storm water, landfill samples and biosolids. Thermo Fisher Scientific (Mississauga) Inc is the sole provider of the original and guaranteed parts/hardware necessary to provide repairs on this specific unit. Thermo field service engineers are certified/trained for the specific product line, ensuring the speed, quality of repair and work required. This includes any Emergency Service that may be required outside of the normal yearly Preventive Maintenance programs.		\$ 13,000.00	\$ 9,048.00				

Vendor Name	Original Equipment Manufacturer (OEM)	Provider for Service	Distributor for Equipment, Parts and Supplies	(OEM) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Est. Annual Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
Systems Plus (1936100 Ontario Inc.)	x		x	Provider of pre-cleaned, pre-labelled Laboratory Bottles for all analytical analysis including regulatory drinking water.		Provider of pre-cleaned, pre-labelled Laboratory Bottles for all analytical analysis including regulatory drinking water. Sole bottle supplier who can offer us the wide range of ready to use suitable sample bottles required by CHEL that meet all of the requirements - they offer the full range of bottle types including the large 4L bottles and the bottles (vials) used in instrument autosamplers, provide pre-cleaned bottles (acid and/or solvent rinsed) that are certified clean by analysis at an ISO17025 accredited lab, provide custom labelling of any type of bottle at no extra charge, add preservative (acid or base) to the bottles as requested and include appropriate WHMIS information on the labels, automatically provide certificates at no extra charge, carry a large inventory of bottles. Systems Plus has always provided product/service that meets our specifications, they respond quickly to new requests and delivery is prompt ensuring there is no disruption in the supply chain of sample bottles for our clients.	\$ 50,000.00	\$ 38,984.67	\$ 47,574.84	\$ 35,568.82	\$ 34,607.66	\$ 31,150.74
VWR (A Part of Avantor) / VWR International Co./Avantor Delivered by VWR			x			The City of Hamilton Environmental Lab requires the delivery of a set of specialized QC reference standards each month which are used to provide assurance of the quality of data produced by the Lab. It is recommended that these be purchased from ERA through VWR (A Part of Avantor). ERA is able to provide the complete set of standards required and VWR is the only Canadian distributor for ERA QC reference Standards.	\$ 34,000.00	\$ 26,015.22	\$ 25,085.93	\$ 25,895.00	\$ 21,000.00	\$ 20,616.00
<b>TOTALS</b>							\$ 549,500.00	\$ 543,283.58	\$ 595,471.97	\$ 390,531.72	\$ 249,493.16	\$ 268,472.06

**Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services**

Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
3M	x			Original Equipment Manufacturer for DBI-Sala Davit Guard System and associated parts. Original Equipment Manufacturer of NSF 53, BLA100 Series Filters for the Carlisle Well water treatment.			\$ 50,000.00	\$ -	\$ -	\$ 6,000.00	\$ -	\$ -
ABB Inc. (Asea Brown Boveri)	x	x	x	Original Equipment Manufacturer for analyzers and transmitters, as well as GE Industrial Solutions electrical control equipment, switchgear, soft starters, variable frequency drives, power distribution equipment / Centrifuge power and control equipment. Original Equipment Manufacturer for regulatory water quality monitoring equipment which include measurement & analytical products.	Original Equipment Manufacturer, sole service provider for ABB and GE Industrial Solutions products.	Original Equipment Manufacturer, sole goods provider for ABB and GE Industrial Solutions products.	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 2,280.00	\$ 13,768.00
ACG - Envirocan Wastewater Treatment		x	x		Sole authorized service provider for JWC Environmental, Muffin Monster®, Channel Monster®, Auger Monster®, Screenings Washer Monster®, Honey Monster® and Monster Screening Systems® products.	Sole authorized parts distributor for JWC Environmental, Muffin Monster®, Channel Monster®, Auger Monster®, Screenings Washer Monster®, Honey Monster® and Monster Screening Systems® products.	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -	\$ 36,300.00
ACI Instrumentation Ltd.		x	x		ACI Instruments LTD is the sole service provider for Pulsar, Greyline and Krohne products.	ACI Instruments LTD is the sole distributor of parts for Pulsar, Greyline, Hydroflow and Krohne products.	\$ 35,000.00	\$ 3,693.04	\$ 13,405.20	\$ 21,000.00	\$ 22,589.00	\$ 79,319.00
Active Scale Manufacturing Inc.	x	x	x	Original Equipment Manufacturer for the truck weigh scale system used at the Woodward WWTP.	Sole authorized service provider for Active Scale products.	Sole authorized parts provider for Active Scale products.	\$ 10,000.00	\$ 6,371.88	\$ 8,285.79	\$ 3,872.00	\$ 850.00	\$ -
Additel	x			Original Equipment Manufacturer for process measurement and calibration monitoring equipment.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Advantech	x			Original Equipment Manufacturer for Advantech equipment			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Aerzen Canada Inc.	x	x	x	Original Equipment Manufacturer for Aerzen blowers and associated parts.	Sole authorized service provider for Aerzen Canada products.	Sole authorized parts provider for Aerzen Canada products.	\$ 10,000.00	\$ 39,581.38	\$ 1,437.81	\$ -	\$ 1,788.90	\$ 1,040.60
Ainsworth Inc. (Formerly ESC Automation Inc.)		x	x		Sole authorized service provider for Delta Controls products.	Sole authorized parts provider for Delta Controls products.	\$ 30,000.00	\$ -	\$ 21,808.75	\$ 54,000.00	\$ 43,937.00	\$ 82,887.00

**Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services**

Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
AirOn HVAC Services Ltd.	x	x		Original Equipment Manufacturer authorized service provider for Honeywell Niagara (WAS Building) and Bistech (TSB Building) products. Provide all Labour, Equipment and Materials necessary to service and maintain the Laboratory's only Makeup Air Unit (MAU).	The Makeup Air Unit (Engineered Air) is the sole unit that provides exhaust for all laboratory chemical hoods. AirOn has been providing this service and now has an intimate history of the needs and complexity, as well as AirOn technicians are specially trained to maintain and service this MUA unit, until a replacement unit can be provided under separate contract. In addition AirOn is the Sole Original Equipment Manufacturer authorized service provider for Honeywell Niagara (WAS Building) and Bistech (TSB Building) products.		\$ 115,000.00	\$ 108,567.85	\$250,876.73	\$75,629	\$ 175,519.15	\$ 74,650.00
Alfa Laval Canada Inc.	x	x	x	Original Equipment Manufacturer for centrifuges, gravity thickener belts (formerly Ashbrooks) and associated parts.	Sole authorized service provider for Alfa Laval Canada Inc. (including associated parts required for service) and Ashbrooks products.	Sole parts provider for Alfa Laval Canada Inc. and Ashbrooks products.	\$ 75,000.00	\$ 81,651.57	\$ 159,225.34	\$ 10,035.00	\$ 26,114.02	\$ 315,342.13
Anderson Electronics		x	x		Anderson Electronics is the preferred service provider for DC power battery bank protection systems. These systems are used to protect the electrical system including high voltage switch gear, pumps used at Woodward water treatment plant, major pumps stations and UPS units in RTC stations. They also provide ongoing data trending, battery condition history and perform any required repairs. As they have all the history in their proprietary data base, an alternate provider would not have the history and trending data to make the appropriate repair recommendations.	Anderson Electronics is the preferred parts provider for DC power battery bank protection systems. These systems are used to protect the electrical system including high voltage switch gear, pumps used at Woodward water treatment plant, major pumps stations and UPS units in RTC stations. They also provide ongoing data trending, battery condition history and perform any required repairs. As they have all the history in their proprietary data base, an alternate provider would not have the history and trending data to make the appropriate parts recommendations.	\$ 50,000.00	\$ -	\$ 8,679.28			
Aqua Technical Sales Inc.			x			Sole authorized distributor for Smith & Loveless line of sewage pumping, headworks, screening, treatment equipment, Shade Aides and associated parts for the above.	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
APCO	x			Original Equipment Manufacturer of specialty valves.			\$ -	\$ -	\$0.00	\$0	\$ -	\$ -
Armstrong Fluid Technology	x			Original Equipment Manufacturer for pumps, hot water recirculation systems and associated parts.			\$ -	\$ -		\$ -	\$ -	\$ -
A.R. Thomson Group	x			Original Equipment Manufacturer of Gaskets (soft and metal), packing, mechanical seals and bearing isolators.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Asco	x			Original Equipment Manufacturer for regulatory flow, control and pressure control equipment and Transfer Switches			\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -

### Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services

Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
ASI Group Ltd.		x			Provision of underwater services for inspection, repair, cleanout, or installation of equipment. ASI are a specialized local and readily available firm to respond to emergency situations. They have extensive experience performing diving work with Hamilton Water which mitigates safety risks and have a vast understanding of the City's water infrastructure.		\$ 15,000.00	\$ 17,382.68	\$ -	\$ -	\$ 8,151.00	\$ 25,111.00
ATI	x			Original Equipment Manufacturer for gas analytical equipment.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Auma Actuators Inc	x			Original Equipment Manufacturer for actuators.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Avensys Solutions Inc.		x	x		Sole authorized service provider for Teledyne ISCO and QCEC automatic water/wastewater sampling and flow monitoring equipment for Canada.	Sole parts distributor for Fluid Components International LLC products for the Province of Ontario and sole distributor for Teledyne ISCO and QCEC automatic water/wastewater sampling and flow monitoring equipment for Canada.	\$ 25,000.00	\$ 11,556.41	\$ 34,782.01	\$ 70,571.00	\$ 34,219.00	\$ 48,481.45
AW Chesterton Co Ltd	x	x	x	Original Equipment Manufacturer for Mechanical Seal Pumps and Valve Packing, Engineered Polymer Hydraulic/Pneumatic Seals, Sheet Gaskets, Metal and Concrete Composite Coating Systems, MRO and Production Cleaners and Degreasers, Lubricants and Metal Working Fluids.	Sole authorized service provider for AW Chesterton Co. Ltd products and Inpro/Seals® Custom Engineered Bearing Protection and Process Seals.	Sole parts distributor for Inpro/Seals® Custom Engineered Bearing Protection and Process Seals.	\$ 60,000.00	\$ 52,828.00	\$ -	\$ 1,542.00	\$ 3,666.60	\$ 10,560.00
Aysix Analytical Equipment	x			Original Equipment Manufacturer for process monitoring equipment.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Banyan	x			Original Equipment Manufacturer of FRP (non-metallic) flight chain, flight board links, sprockets, spacers, UHMW wear strips, wear shoes and fibreglass C&L flight boards.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benshaw	x			Original Equipment Manufacturer for soft starters, variable frequency drives and switchgear equipment.			\$ 10,000.00	\$ -		\$ -	\$ -	\$ 8,028.00
Bentley Nevada a division of BAKER HUGHES ENERGY SERVICES CANADA INC	x	x	x	Original Equipment Manufacturer for pump monitoring equipment.	Sole authorized service provider for Bentley Nevada products, including but not limited to vibration monitoring equipment and associated parts.	Sole goods provider for Bentley Nevada products, including but not limited to vibration monitoring equipment and associated parts.	\$ 75,000.00	\$ -	\$ 13,891.53	\$ -	\$ -	\$ 6,442.50

Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services												
Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
Biorem		x			The manufacturer of the proprietary biofilter system at Woodward WWTP is no longer in business. Biorem is the only known service provider that has experience inspecting, maintaining, repairing and training on this proprietary system. Furthermore, Biorem is the manufacturer of the proprietary biofilter at HCS6A which will require similar inspection, maintenance and repair services.		\$ 15,000.00					
Blue-White Industries	x			Original Equipment Manufacturer for chemical metering and dosing equipment.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BNW Valve	x			Original Equipment Manufacturer of zero leakage stainless steel sluice gates, mud valves, flap valves, telescopic valves and stop gates.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Brentwood Industries	x			Original Equipment Manufacturer for clarifier tank equipment and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Byron Jackson	x			Original Equipment Manufacturer of industrial pumps and systems.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C-CAN Power Systems Inc.	x		x	Original Equipment Manufacturer of a wide range of high performance DC Power Systems used to support critical industrial process systems.		Sole authorized parts distributor for high performance DC Power Systems and battery charger systems.	\$ 20,000.00					
C & M Environmental Technologies Inc.		x	x		Sole authorized service provider for Brentwood (inspection service only), WesTech Engineering LLC and Spirac products.	Sole authorized distributor for Brentwood, WesTech Engineering LLC, and Spirac products. Sole authorized sales representative for WesTech Engineering sludge mixers and associated parts (eg. draft tubes, motors, etc.) in Ontario.	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ 21,376.88
Can-Am Instruments Ltd.		x	x		Sole Original Equipment Manufacturer authorized service provider for Hach Flow & Sampling in Ontario.	Sole authorized distributor of Hach Flow & Sampling products in Ontario.	\$ 10,000.00	\$ 4,876.27	\$ 6,647.22	\$ 10,073.00	\$ 1,958.34	\$ 13,955.76
Cancoppas Limited		x	x		Sole authorized service provider for Aysix Technologies products, and GWF Technologies.	Sole authorized parts distributor for Aysix Technologies products in Canada, and GWF Technologies products in Ontario.	\$ 15,000.00	\$ 12,132.25	\$ 9,076.55	\$ 62,427.00	\$ 24,677.25	\$ 19,765.42

Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services												
Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
Caterpillar Inc.	x	x	x	Original Equipment Manufacturer for engines, generators, controllers and associated parts for back-up power equipment.	Within the Electrical Power Centre, all generator maintenance services, proprietary PLC and automation control components must be performed by caterpillar due to the complex nature of the equipment installed through a capital project, procured through a competitive process and to ensure warranty compliance	Within the Electrical Power Centre, all propriety and non propriety parts required for generator maintenance services shall be supplied by caterpillar due to the complex nature of the equipment installed through a capital project, procured through a competitive process and to ensure warranty compliance	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Chemline	x			Original Equipment Manufacturer for pressure control devices, valves, control and regulation devices, piping, tubing and flow meters.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Chemtrac	x			Original Equipment Manufacturer of process monitoring and control instruments.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Chopper	x			Original Equipment Manufacturer of Pumps			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cla-Val	x			Original Equipment Manufacturer for specialty valves and flow monitoring.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Conval Process Solutions Inc.			x			Sole authorized distributor for Golden Anderson (GA) Industries products in Ontario.	\$ 10,000.00	\$ 9,154.25	\$ 15,751.61	\$ -	\$ 23,618.45	\$ 13,709.00
Crane Pumps And Systems Canada	x			Original Equipment Manufacturer pumps and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cummins	x			Original Equipment Manufacturer for engines, generators, controllers and associated parts for back-up power equipment.			\$ 10,000.00	\$ -	\$ -	\$ -	\$ 1,094.34	\$ -
Danfoss / Vacon	x			Original Equipment Manufacturer for Vacon soft starters and variable frequency drives.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Delta Controls	x			Original Equipment Manufacturer of building automation systems.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Devine & Associates Ltd.		x	x		Sole authorized service provider of Cla-Val products in Ontario.	Sole authorized parts distributor of Cla-Val products in Ontario.	\$ 10,000.00	\$ 19,709.90	\$ 20,568.97	\$ 4,086.00	\$ 22,324.00	\$ 4,216.00
Dezurik	x			Original Equipment Manufacturer of valves.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services												
Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
Directrik Inc.		x	x		Sole service provider for Hidrostal, Armstrong, Flowserve and seepex pumps and equipment.	Sole authorized distributor for Seepex, Armstrong, Vogelsang, Flowserve (including but not limited to Worthington, Pacific, Ingersoll-Rand, Byron Jackson, Durco, Innomag and Sihi), Trillium Flow Technologies (WEMCO, WSP), and Hidrostal pumps and products for the province of Ontario	\$ 25,000.00	\$ 109,223.47	\$ 18,286.11	\$ 18,067.00	\$ 24,572.53	\$ -
Durco	x			Original Equipment Manufacturer of plug and butterfly valves.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DXP - NatPro			x			Sole authorized part distributor for Pentair and Aurora products.	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Eaton Industries Canada Company	x	x	x	Original Equipment Manufacturer of parts for electrical distribution equipment covering Eaton Industries Canada, Cutler-Hammer, Westinghouse, Cooper, and Klockler Moller brand names. Parts include motor control, soft starter/VFD's, transformers, switchgear, breakers, relays/power meters, Ct's, Pt's, surge protectors, Uninterrupted Power Supply (UPS) units and other associated electrical distribution parts.	Authorized provider of service, maintenance and technical support including the supply and installation of proprietary and associated non-proprietary parts and assemblies in stations/facilities operated using Eaton control logic. This work will require programming to be completed by Eaton. The selection of Eaton as the station control software was determined through a competitive capital procurement process.	The supply of proprietary and associated non-proprietary parts and assemblies in stations/facilities operated using Eaton control logic. This work will require programming to be completed by Eaton. The selection of Eaton as the station control software was determined through a competitive capital procurement process.	\$ 150,000.00	\$ 200,337.04	\$ 34,645.27	\$ 77,000.00	\$ 127,341.00	\$ 124,004.43
Eaton Powerware	x	x	x	Original Equipment Manufacturer of UPS systems ranging from 110v to 600V	Service/maintenance provider for UPS systems (including any parts required for service/maintenance) covering Eaton Powerware Equipment. Eaton Powerware has an intimate history of the needs and complexity, as well as technicians are specially trained to maintain their own Original Equipment Manufacturer equipment at various locations across Hamilton Water.	Authorized provider of service, maintenance and technical support for UPS systems including the supply and installation of proprietary and associated non-proprietary parts and assemblies covering Eaton Powerware Equipment. The selection of Eaton Powerware as the station equipment was determined through a competitive capital procurement process.	\$ 60,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Endress+Hauser	x			Original Equipment Manufacturer for process measurement and optimization monitoring equipment.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Environmental Dynamics International / Nexom	x			Original Equipment Manufacturer for aeration diffusers and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services												
Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
Eramosa		x	x		Service provider for the SCADA architecture, DATA, Network under SCADA master plan and SCADA _E network provider. Eramosa is the most qualified service provider for work required within the core areas of the SCADA control centre and application servers based on their legacy knowledge and confidentiality requirements pertaining to cyber security of the SCADA System.	Parts Provider of the SCADA architecture , DATA, Network under SCADA master plan and SCADA _E network provider. Eramosa is the most qualified provider for work required within the core areas of the SCADA control centre and application servers based on their legacy knowledge and confidentiality requirements pertaining to cyber security of the SCADA System.	\$ 60,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Everest Automation		x	x		Sole authorized provider of service for ABB measurement & analytical products. This includes temperature, pressure, level, flow, combustion, pH, ORP, conductivity, gas analyzers and liquid analyzers, etc. excluding Aquamaster.	Sole authorized parts and equipment distributor for ABB measurement & analytical products. This includes temperature, pressure, level, flow, combustion, pH, ORP, conductivity, gas analyzers and liquid analyzers, etc. excluding Aquamaster.	\$ 10,000.00					
Evoqua Water Technologies Ltd.	x		x	Original Equipment Manufacturer for intake screens, clarification systems, separation systems and associated parts as well as disinfection, water quality and regulatory monitoring equipment.		Sole authorized parts distributor for Wallace & Tiernan equipment and associated parts.	\$ 100,000.00	\$ 152,070.51	\$ 20,697.11	\$ 120,508.00	\$ 21,104.99	\$ 549,684.42
Fag Bearings	x			Original Equipment Manufacturer for bearings.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Floval Equipment Ltd.		x	x		Sole authorized service provider for BNW Valve, HydraTite Seal products and Dezurik (APCO, Hilton and Willamette).	Sole authorized parts distributor for BNW Valve, HydraTite Seal, DeZURIK, APCO, Willamette, and Hilton parts and equipment.	\$ 15,000.00	\$ 1,395.23	\$ 25,710.74	\$ -	\$ 14,000.00	\$ 19,723.00
Flow Motion	x			Original Equipment Manufacturer for chemical metering equipment.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Flowserve	x			Original Equipment Manufacturer for valves and pumps.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fluid Components International LLC	x			Original Equipment Manufacturer of thermal mass flow meters, flow switches and level switches.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Flygt	x			Original Equipment Manufacturer for pumps and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fontaine-Aquanox	x			Original Equipment Manufacturer of water control gates.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gerrie Electric Wholesale Limited		x	x		Sole authorized service provider for Rockwell Automation, Allen Bradley, Endress+Hauser brand electrical distribution systems and parts. Rockwell Agent for technical support under Rockwell technical support agreement.	Sole authorized parts distributor for Rockwell Automation, Allen Bradley, and Endress+Hauser parts for electrical, distribution, Instrumentation Control components and devices.	\$ 130,000.00	\$ 191,849.31	\$ 262,137.64	\$ 243,200.00	\$ 135,000.00	\$ 126,582.97

Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services												
Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
Golden Anderson (GA Industries)	x			Original Equipment Manufacturer for valves and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gorman Rupp	x			Original Equipment Manufacturer for pumps and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Goulds Water Technology	x			Original Equipment Manufacturer of pumps, boosters, drives, valves and controllers.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gratec	x			Original Equipment Manufacturer for mixers and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GrayMatter Systems		x	x		Gray Matter Systems, Inc. is the Partner of Record for the City of Hamilton and currently the only third-party entity GE Digital allowed to quote and provide support under the GE Digital AP agreement. Provides support for the GE Historian and Alarm and Events software.	Aventech panel computers (OIT's) with embedded ifix license	\$ 60,000.00	\$ -	\$ -	\$ 20,483.00	\$ -	\$ -
Greyline	x			Original Equipment Manufacturer of level monitoring equipment.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grundfos	x			Original Equipment Manufacturer for submersible pumps and related parts, and chemical dosing equipment.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GWF Technologies (Hydrovision)	x			Original Equipment Manufacturer for flow monitoring equipment.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
H2Flow Equipment, Inc.		x	x		H2Flow Equipment Inc. is the sole authorized service provider for Environmental Dynamics International parts and equipment.	H2 Flow is the sole authorized parts provider for all UGSI Chemical Feed, Inc. PolyBlend® and DynablenD™ polymer activation products, aeration diffusers systems and associated parts. H2Flow Equipment Inc. is the sole authorized distributor for parts supplied and provided by Environmental Dynamics International	\$ 100,000.00	\$ 24,288.13	\$ 17,697.88	\$ -	\$ -	\$ -
Hach Sales & Service LP	x	x	x	Original Equipment Manufacturer for regulatory analyzers, monitoring and control devices.	Sole authorized service provider for repair, start-up service, warranty repair or maintenance on HACH instruments.	Sole source parts distributor for all Hach branded products, excluding Hach flow & sampling products (see Can-Am)	\$ 200,000.00	\$ 217,364.23	\$ 196,539.21	\$ 259,394.00	\$ 89,537.75	\$ 73,963.28
HCE Telecom Inc.	x	x	x	City authorized SCADA ISP provider	HCE provides remote SCADA access and communications to Hamilton Water Infrastructure including fibre optic cable installation and repair services. This has been secured through the City Network Fibre Contract (FCS15031) (City Wide)	Based on the City Wide contract for Services with HCE, its recommended that HCE also be the provider of communication hardware, routers, switches and cellular antennas to maintain reliability and compatibility of the systems.	\$ 10,000.00	\$ 4,603.63	\$ -	\$ 29,000.00	\$ -	\$ -

Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services												
Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
Hibon	x	x		Original Equipment Manufacturer of Hibon brand multi stage centrifugal blowers and associated parts	Sole authorized service center for field service visits & complete blower overhauls for multi stage centrifugal blowers in Canada.		\$ 10,000.00					
Hidrostal	x			Original Equipment Manufacturer of high-quality, low-maintenance pumps			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HILTON	x			Original Equipment Manufacturer of shutoff and control valves			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hitachi, Hitachi Energy Formerly (ABB/GE)	x	x	x	Hitachi purchased certain divisions of ABB and GE. Now Hitachi is the Original Equipment Manufacturer for analyzers and transmitters, as well as GE Industrial Solutions electrical control equipment, switchgear, soft starters, variable frequency drives. Power distribution equipment / Centrifuge power and control equipment.	Authorized provider of service, maintenance and technical support including the supply and installation of proprietary and associated non-proprietary parts and assemblies in stations/facilities operated using Hitachi or Hitachi Energy control logic. This work will require programming to be completed by Hitachi or Hitachi Energy. The selection of Hitachi or Hitachi Energy as the station control software was determined through a competitive capital procurement process.	The supply of proprietary and associated non-proprietary parts and assemblies in stations/facilities operated using Hitachi or Hitachi Energy control logic will require programming to be completed by Hitachi or Hitachi Energy. The selection of Hitachi or Hitachi Energy as the station control software was determined through a competitive capital procurement process.	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Honeywell	x			Original Equipment Manufacturer for Miller Davit Guard Systems and associated parts including but not limited to davit posts, tripods, self-retracting lifelines (with rescue function) and davit bases (permanently installed and portable).			\$ 10,000.00					
Howden Roots, LLC	x			Original Equipment Manufacturer of rotary positive displacement blowers.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HTS Engineering Ltd.		x	x		Sole authorized service provider for Alerton products for building automation.	Sole authorized parts distributor for Alerton products for building automation.	\$ 50,000.00					
HydraTech Engineered Products	x			Original Equipment Manufacturer of HydraTite Seal.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hydroflow	x			Original Equipment Manufacturer for electronic water conditioners and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hydromatic Pumps	x			Original Equipment Manufacturer for pumps and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services												
Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
Ingersoll-Rand	x			Original Equipment Manufacturer of Pumps.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Innomag	x			Original Equipment Manufacturer of sealless, non-metallic, magnetically driven pumps.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Inpro Seal products	x			Original Equipment Manufacturer of permanent bearing protection and complete shaft sealing solutions for rotating equipment.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
J&S Valve, Inc.	x			Original Equipment Manufacturer of Gate Valves.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
John Brooks Company Limited		x	x		Sole authorized service provider for Grundfos (Municipal Water Utility distributor for Grundfos Sewage pumps and Controllers), Gorman Rupp and Vaughan Co. Inc. (including Chopper, Triton, and Rotomix brands).	Sole authorized parts distributor for Engineered Systems, Gorman Rupp Pumps (Municipal) , Vaughan Co. Inc. (Chopper, Triton, Rotomix), Goulds Water Technology and Grundfos (Municipal Water Utility distributor for Grundfos Sewage pumps and Controllers).	\$ 40,000.00	\$ 40,648.44	\$ 2,652.93	\$ 10,186.00	\$ 270.60	\$ 75,878.02
John Crane	x			Original Equipment Manufacturer of seals, packing, couplings and associated parts.			\$ 40,000.00	\$ 41,483.00	\$ 6,156.55	\$ 22,400.00	\$ 9,455.84	\$ 13,829.20
JSM Controls Inc		x			JSM is the preferred service provider to the City of Hamilton for chlorination equipment and gas chlorination systems including any parts required for service in water/wastewater treatment applications. <u>Rationale:</u> 1.JSM Controls maintains the appropriate TSSA licensing and credentials to perform this work. 2.Extensive experience with Hamilton Water leaves them well-versed with the process and equipment within Hamilton Water's facilities. 3.Expertise and timely service is critical to ensure regulatory compliance. 4.Market scan in 2016 and current input from Evoqua Water Technologies indicates that small-scale service on chlorination systems is limited to only a few Canadian vendors, and due to proximity JSM is the best option for Hamilton Water. In advance of the 2024-2025 Standardization cycle, the team has committed to completing a municipal review and procurement Request for Information to determine if a competitive bidding process is required for this service.		\$ 100,000.00	\$ 69,197.18	\$ 9,996.26	\$ 19,000.00	\$ 40,000.00	\$ 40,894.00

Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services												
Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
JWC Environmental	x			Original Equipment Manufacturer for Muffin Monster®, Channel Monster®, Auger Monster®, Screenings Washer Monster®, Honey Monster® and Monster Screening Systems® and associated parts			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Krohne	x			Original Equipment Manufacturer for flow meters.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
KSB Pumps Inc. (Canada)	x	x	x	Original Equipment Manufacturer for pumps and associated parts.	Sole authorized service provider in Canada for all KSB manufactured pumps and valves.	Sole authorized parts provider in Canada for all KSB manufactured pumps, valves and associated goods.	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ 9,102.26
Kurz Instruments	x			Original Equipment Manufacturer of flow monitoring equipment.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lakeside Process Controls Ltd		x	x		Sole authorized service provider for Emerson Automation Solutions products including, but not limited to, MicroMotion flowmeters, Fisher Control Valves, DeltaV® Control Systems, and the Rosemount brand of measurement devices.	Sole authorized parts distributor for Emerson Automation Solutions products including, but not limited to, MicroMotion flowmeters, Fisher Control Valves, DeltaV® Control Systems, and the Rosemount brand of measurement devices.	\$ 10,000.00	\$ 2,691.56	\$ 36,997.58	\$ 32,463.00	\$ 4,638.06	\$ 1,280.00
Landmark Municipal Services ULC (LMS)		x			Landmark is the preferred service provider to the City of Hamilton for annual aircraft lighting and water tower maintenance and repair. They have extensive experience, have been the primary constructor's of water towers owned and operated by the City of Hamilton, and have a proven track record of providing reliable, responsive and safe service for work on the City of Hamilton's water towers. <u>Rationale:</u> 1. Aviation navigation lighting, regulated by Canadian Aviation Regs – requires immediate replacement if lights fail. 2. Landmark is the original constructor of 5 out of 7 water towers/standpipes owned by Hamilton Water, so they have the inherent knowledge of the structures. 3. Landmark is the market leaders in this service and have the familiarity and expertise with the infrastructure we are asking them to work on. In advance of the 2024-2025 Standardization cycle, the team has committed to completing a municipal review and procurement Request for Information to determine if a competitive bidding process is required for this service.		\$ 45,000.00	\$ 42,956.44	\$ -	\$ 10,350.00	\$ 18,500.00	\$ 9,800.00

Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services												
Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
Limitorque Products	x			Original Equipment Manufacturer of Valve Actuators.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Link Belt	x			Original Equipment Manufacturer for bearings, seals and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lonestar	x	x	x	Original Equipment Manufacturer for aeration blowers and associated parts.	Sole provider for all service and warranty needs for blower related products in Ontario.		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lotowater Technical Services Inc		x			Lotowater is the preferred service provider to the City of Hamilton for potable water wells assessment, maintenance and repair. They are local and readily available to respond to emergency situations, they have profound experience with each of the City's communal drinking water wells, and they maintain an inventory of repair parts and equipment at their facility.		\$ 10,000.00	\$ 2,035.20	\$ 6,906.46	\$ 135,230.00	\$ -	\$ -
Mccrometer	x			Original Equipment Manufacturer for regulatory flow monitoring devices.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mettler Toledo	x	x	x	Original Equipment Manufacturer of the M series Water pH analyzers and associated sensors	Sole provider of service for the M series Water pH analyzers and associated sensors.		\$ 20,000.00					
Micro Pump	x			Original Equipment Manufacturer of pumps for regulatory water quality sampling systems and chemical metering equipment.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Moyno Inc	x			Original Equipment Manufacturer for pumps, grinders and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MSA	x			Original Equipment Manufacturer for gas monitoring equipment, self contained breathing apparatus, confined space entry equipment, and associated replacement parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Myers Pumps	x			Original Equipment Manufacturer for pumps and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services												
Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
Netzsch	x			Original Equipment Manufacturer for pumps and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Nivus	x			Original Equipment Manufacturer for flow and level control equipment.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pacific	x			Original Equipment Manufacturer of pumps			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pentair	x			Original Equipment Manufacturer for Pentair (Aurora, Aurora Fire, Fairbanks, Nijhuis, Layne-Vertiline, VTSH (vertical turbine solid handling) products and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Philadelphia Mixing Solutions	x			Original Equipment Manufacturer for mixers and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PMC Engineering	x			Original Equipment Manufacturer for level, pressure and process monitoring and control equipment.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Powell Electric (Formerly GE)	x	x	x	<p>Powell Electric is the Original Equipment Manufacturer for the following equipment:</p> <ol style="list-style-type: none"> <li>1) PowerVac Switchgear Product Line - MV Power Distribution Equipment</li> <li>2) PowlVac Switchgear Product line - MV Power Distribution Equipment</li> <li>3) Powell Breaker Technologies Inc. (PBTI) - MV Power Distribution Equipment</li> <li>4) Powell Flextrol Product Line - MV Power Distribution Equipment</li> <li>5) Powell Flexgear ProductUne- LV Power Distribution Equipment</li> <li>6) Powell Arc Whipper - MV Transfer/ Padmount Switches (SF6 and Oil)</li> <li>7) Delta/Unibus Product Lines - Isolated Phase Bus Equipment</li> <li>8) Delta/Unibus Product Lines - LV and MV Non-Seg Bus Duct Bus Equipment</li> <li>9) Powell Bus Product Line - LV and MV Non-Seg Bus Duct Bus Equipment</li> </ol> <p>Original Equipment Manufacturer for power distribution, soft starters and variable frequency drives and other associated electrical distribution parts (including PLC's, programming and design).</p>	Authorized provider of service, maintenance and technical support including the supply and installation of proprietary and associated non-proprietary parts and assemblies in stations/facilities operated using Powell Electric control logic. This work will require programming to be completed by Powell Electric. The selection of Powell Electric as the station control software was determined through a competitive capital procurement process.	The supply of proprietary and associated non-proprietary parts and assemblies in stations/facilities operated using Powell Electric control logic will require programming to be completed by Powell Electric. The selection of Powell Electric as the station control software was determined through a competitive capital procurement process.	\$ 100,000.00	\$ -	\$ 9,957.24			



Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services												
Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
Powell Fabrication & Manufacturing Inc.	x			Original Equipment Manufacturer of pneumatic valve closure systems of the chlorine rail cars.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pro Aqua Inc		x	x		Sole service provider for Schwing Bioset equipment and parts in Ontario.	Sole authorized parts distributor for Evoqua's Wastewater Treatment Group equipment, and are the only authorized seller of Schwing Bioset Parts in Ontario.	\$ 200,000.00	\$ 34,991.73	\$ -	\$ 2,336.00	\$ 2,080.70	\$ 110,566.68
Prominent	x			Original Equipment Manufacturer for regulatory water quality monitoring and disinfection equipment.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pro-Tech Power		x	x		Pro-Tech Power is the exclusive authorized service representative for Schweitzer Engineering Laboratories Inc. in the province of Ontario.	Pro-Tech Power is the exclusive authorized manufacturer's representative for Schweitzer Engineering Laboratories Inc. in the province of Ontario.	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Pulsar	x			Original Equipment Manufacturer of level monitoring equipment.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RAVCO International		x			Ravco is the preferred service provider including any associated parts to complete the work, as required for the fountain located at the low lift building. Ravco designed the layout, PLC control logic and wind and drainage sensors needed for the operation. Ravco has the intimate knowledge necessary to perform ongoing maintenance as required.		\$ 25,000.00	\$ 3,917.77	\$ -	\$ -	\$ -	\$ -
Red Valve	x			Original Equipment Manufacturer for valves and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rockwell Automation (Allen-Bradley)	x			Original Equipment Manufacturer for soft starters, variable frequency drives, Reduced Voltage Starters, MCC components and SCADA components.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ro-Flo Compressors LLC	x			Original Equipment Manufacturer for compressors and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,558.00
Rosetown Mechanical		x			Service and supply of parts for HVAC systems in SCADA hub rooms Rosetown Central has been maintaining and servicing the Liebert computer room equipment at 700 Woodward Avenue for just over 15 years and are well-versed in the site and equipment conditions. this knowledge adds value for the speed of repairs and historical knowledge for any upgrade recommendations.		\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -

Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services												
Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
Rotamix	x			Original Equipment Manufacturer of Pumps.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rotork Controls (Canada) Ltd.	x	x	x	Original Equipment Manufacturer for actuators.	Original Equipment Manufacturer authorized service provider.	Original Equipment Manufacturer authorized distributor.	\$ 65,000.00	\$ 55,586.23	\$ 36,656.31	\$ 13,000.00	\$ 17,205.05	\$ 43,910.66
Royce Technologies	x			Original Equipment Manufacturer of monitoring and control instrumentation and sensors.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
S&C Electric Canada	x	x		Original Equipment Manufacturer for electrical distribution equipment including all controls, battery chargers and power distribution/communication equipment.	Original Equipment Manufacturer authorized service/maintenance provider for power distribution systems including any parts required for service and maintenance. S&C Electric Canada has an intimate history of the needs and complexity of the equipment in the EPC and have specifically trained technicians to maintain their own Original Equipment Manufacturer equipment.		\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
SCG Process		x	x		Sole service provider for Spence, ProMinent Canada and the Powell Fabrication & Manufacturing Inc. UniPro™ Valve Closure Systems and related systems.	Sole authorized parts distributor for Howden Roots, LLC (formerly Spencer Turbine), Watson Marlow Fluid Technology, ProMinent Canada products and Powell Fabrication & Manufacturing Inc.	\$ 80,000.00	\$ 78,641.42	\$ 98,534.04	\$ 70,000.00	\$ 37,965.04	\$ 52,918.46
Schneider Electric Canada	x	x	x	Original Equipment Manufacturer for the following power distribution system: 1) Federal Pioneer Ltd. - LV & MV Distribution Equipment 2) Square D - LV & MV Distribution Equipment 3) Merlin Gerin – LV & MV Distribution Equipment 4) Telemecanique – Automation & Control Products 5) APC - UPS Equipment 6) ASCO – Transfer Switches 7) Powerlogic – Metering Equipment. Also the Original Equipment Manufacturer for ION Metering parts and relays, and other associated electrical distribution parts.	Authorized provider of service, maintenance and technical support including the supply and installation of proprietary and associated non-proprietary parts and assemblies in stations/facilities operated using Schneider Electric Canada control logic. This work will require programming to be completed by Schneider Electric Canada. The selection of Schneider Electric Canada as the station control software was determined through a competitive capital procurement process.	Provider of proprietary and associated non-proprietary parts and assemblies in stations/facilities operated using Schneider Electric Canada control logic will require programming to be completed by Schneider Electric Canada. The selection of Schneider Electric Canada as the station control software was determined through a competitive capital procurement process.	\$ 20,000.00	\$ 4,086.69	\$ -	\$ -	\$ -	\$ 10,874.44
Schweitzer Engineering Laboratories	x			Original Equipment Manufacturer for protective relay and communications equipment associated with the power distribution system. Distributer - Pro-Tech listed above			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Schwing Bioset Inc	x			Original Equipment Manufacturer for biosolids equipment and associated parts.			\$ -	\$ -	\$ 24,681.36	\$ 34,000.00	\$ 230,598.16	\$ 26,132.50

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Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
Seepex	x			Original Equipment Manufacturer for pumps and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SES North America Inc. DBA Suez Digital Solutions.	x	x		Original Equipment Manufacturer and support for eRIS reporting software used by SCADA and Ops.	Sole Original Equipment Manufacturer authorized service agent in North America for existing eRIS software users.		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Siemens Canada Limited	x	x	x	Original Equipment Manufacturer for power distribution, soft starters and variable frequency drives, PLC's and other associated electrical distribution parts.	Provider of proprietary and associated non-proprietary parts and assemblies in stations/facilities operated using Siemens Canada Limited control logic will require programming to be completed by Siemens Canada Limited. The selection of Siemens Canada Limited as the station control software was determined through a competitive capital procurement process.	Provider of proprietary and associated non-proprietary parts and assemblies in stations/facilities operated using Siemens Canada Limited control logic will require programming to be completed by Siemens Canada Limited. The selection of Siemens Canada Limited as the station control software was determined through a competitive capital procurement process.	\$ 40,000.00	\$ -	\$ 2,533.83	\$ -	\$ -	\$ 58,480.04
Sihi	x			Original Equipment Manufacturer of liquid and vacuum pumps, compressors and systems			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Singer Valve	x			Original Equipment Manufacturer for valves and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SKF Bearings	x			Original Equipment Manufacturer for bearings.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Smart Turner Pumps Inc.	x	x	x	Original Equipment Manufacturer for pumps and associated parts.	Sole authorized service provider for Smart Turner Pumps.	Sole authorized parts distributor of Smart Turner Pumps.	\$ 60,000.00	\$ 59,931.67		\$ 58,370.00	\$ -	\$ -
Smith & Loveless, Inc.	x		x	Original Equipment Manufacturer for pumps, grit classification systems and associated parts.		Original Equipment Manufacturer and sole distributor of Smith & Loveless products and equipment.	\$ 80,000.00	\$ 77,845.39	\$ 75,006.30	\$ -	\$ -	\$ -
Spaans Babcock	x	x	x	Original Equipment Manufacturer for screws, gear box and associated parts.	Original Equipment Manufacturer and sole provider of Spaans Babcock training / inspection and site services in North America. The products include Spaans Babcock screw pumps, hydro screw generators, fine screen and any spare parts related to these products.	Original Equipment Manufacturer and sole distributor of Spaans Babcock products in North America. The products include Spaans Babcock screw pumps, hydro screw generators, fine screen and any spare parts related to these products.	\$ 20,000.00	\$ 39,401.54	\$ 15,610.01	\$ 71,125.00	\$ 8,455.00	\$ 7,833.00

Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services												
Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
SPD Sales Limited		x	x		Sole Original Equipment Manufacturer authorized service provider for Grundfos (Dosing and Disinfection Products), Kurz Instruments, Chemtrac, ATI, Xylem Brands (YSI IQ Sensornet, Royce Technologies & WTW products).	Sole authorized distributor for MSA Safety Inc. (for Fixed Gas and Flame Detection products), ATI products, Blue-White Industries Pro-Series M product line, Nivus, Grundfos (Dosing and Disinfection Products), Kurz Instruments, Chemtrac, and Xylem Brands (YSI IQ Sensornet, Royce Technologies & WTW products).	\$ 125,000.00	\$ 154,107.69	\$ 113,558.43	\$ 115,781.00	\$ 79,801.75	\$ 43,437.00
Spirac	x			Original Equipment Manufacturer for grit handling augers and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SPX Flow	x			Original Equipment Manufacturer for mixer process systems and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SRP Control Systems Limited		x	x		Sole Authorized Service Provider for PMC Engineering Legacy Series Industrial Pressure Transmitters, PMC Engineering VersaLine Series Submersible Depth and Level Sensors, and STS Series Precision Pressure Sensors.	Sole authorized parts distributor of PMC Engineering Legacy Series Industrial Pressure Transmitters, PMC Engineering VersaLine Series Submersible Depth and Level Sensors, and STS Series Precision Pressure Sensors in Canada.	\$ 10,000.00	\$ 3,047.72	\$ 11,977.17	\$ 19,920.00	\$ 16,215.00	\$ -
Summa Engineering Limited		x			SUMMA Engineering Ltd. as the SCADA Service vendor for the Electrical Power Center (EPC) housing the 13.8 kV switchgear Automation System project at the Woodward Avenue WWTP. Summa Engineering Ltd. being the Designer of the SCADA for this automation system are the preferred service provider for the SCADA graphics system for this complete system. SUMMA has in the past, successfully completed similar work and has completed SCADA Graphics Original Equipment Manufacturer Projects. Also, SUMMA, being the designer of the SCADA - E graphics system, can provide expert service seamlessly without delays. SUMMA has the experience and dedicated staff to provide SCADA - E service.		\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Syntec Process Equipment Ltd.		x	x		Sole authorized service provider for Banyan Products, Fontaine- Aquanox, J&S Valve Inc., Netzsch, Singer, Trueline Valve Corp., Val-Matic, Trumbull Mfg. Ltd and Red Valve / Tideflex	Sole authorized parts distributor for Banyan Products, Fontaine- Aquanox, J&S Valve Inc., Netzsch, Singer, Litorque Products for Simons Automation and Supply, Trueline Valve Corp., Val-Matic, Trumbull Mfg. Ltd and Red Valve / Tideflex	\$ 200,000.00	\$ 221,655.19	\$ 191,135.08	\$ 172,381.00	\$ 197,007.30	\$ 129,690.50
T.D. Rooke Associates Limited			x			Sole authorized parts distributor for SPXFLOW – Lightning Mixers, and associated parts.	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -

Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services												
Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
Teledyne (ISCO & QCEC)	x			Original Equipment Manufacturer of auto samplers.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tideflex	x			Original Equipment Manufacturer of valves.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Toromont Industries Ltd.		x			Toromont programmed the PLC control according to customer Plant Control Narrative and performed the commissioning and customer witness test for the supplied system. Toromont is the sole service provider for the standby power PLC control, full commissioning, testing, training and inspection for the Woodward Power Center. Consequently Toromont is the Sole service provider (and associated parts required for the service) for C175 diesel generator sets with remote radiators, Local and manual control panels (LMCP), and System Automation System (SAS) Panels at Woodward WWTP.		\$ 30,000.00	\$ -	\$ -	\$ -	\$ 1,094.34	\$ -
Triton	x			Original Equipment Manufacturer of pumps			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trillium Measurement and Control		x	x		Sole authorized service provider for Varec digester equipment and associated parts.	Sole authorized parts provider for Varec digester equipment and associated parts.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trojan Technologies	x	x	x	Original Equipment Manufacturer for disinfection process equipment.	Service provider must be used to ensure performance guarantee is maintained.	Parts must be purchased through Original Equipment Manufacturer to maintain warranties and guarantee equipment performance	\$ 20,000.00	\$ 14,481.86	\$ 21,470.95	\$ -	\$ -	\$ -
Troy-Ontor Inc		x	x		Sole authorized service provider for Auma products in Canada.	Sole authorized parts distributor for Auma products in Canada.	\$ 80,000.00	\$ 70,727.26	\$ 37,990.52	\$ 18,000.00	\$ 19,431.92	\$ 29,897.00
Trueline Valve Corporation	x			Original Equipment Manufacturer of industrial valves.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trumbull Mfg.	x			Original Equipment Manufacturer of Mud valves, extension stems, universal joints, chainwheels, telescopic valves and relief valves			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services												
Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
Tyco Integrated Fire and Security Canada, Inc. o/a Johnson Controls	x	x		Original Equipment Manufacturer and service/maintenance provider of Simplex fire alarm panels.	Tyco Integrated Fire and Security Canada, Inc. o/a Johnson Controls collaboratively designed, commissioned and verified the newly installed Fire Alarm and fire protection equipment installed at 700 Woodward Avenue Hamilton. This system contains a Simplex-brand fire alarm panel and Tyco sprinkler products.		\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
UGSI Chemical Feed, Inc	x			Original Equipment Manufacturer for PolyBlend® product line of equipment, including but not limited to pumps, mixers, drives, controllers, ORP, Strantrol Analyzers and Chemical Feed/mixing systems.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
United Electric Controls	x			Original Equipment Manufacturer for pressure control and monitoring devices.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
USP Technologies		x			USP is the sole source service provider for the Binbrook Odour Control Pilot using Hydrogen Peroxide to control sewer odours. The pilot began in 2020 and is approximately 3 years in length.		\$ 100,000.00	\$ 149,698.61	\$ 92,000.00	\$ -	\$ -	\$ -
Val-Matic	x			Original Equipment Manufacturer for valves and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Varec	x			Original Equipment Manufacturer for tank level gauges.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Varec Biogas	x	x		Original Equipment Manufacturer for digester equipment and associated parts.	Only a qualified field service engineer from Varec Biogas is authorized to perform any service on Varec Biogas equipment, otherwise this will void any existing warranties for the product.		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vaughan Company	x			Original Equipment Manufacturer for pumps and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vega	x			Original Equipment Manufacturer for process control equipment.			\$ -	\$ 55,592.78	\$ 47,146.58	\$ -	\$ -	\$ -
VEOLIA WTS Services USA Inc. (Formerly Suez Treatment Solutions Inc.)	x	x	x	Original Equipment Manufacturer for Climber Screen®, and associated parts.	Original Equipment Manufacturer and sole provider of service for Climber Screen® related equipment.	Original Equipment Manufacturer and sole distributor of Climber Screen®, and associated parts.	\$ 150,000.00	\$ 1,584.85		\$ 52,547.00	\$ -	\$ 357,720.21

Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services												
Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
Vogelsang	x			Original Equipment Manufacturer of HiFlo Pumps and Rota-Cut inline Macerators.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wajax Limited		x	x		Sole authorized service provider for Moyno Progressing Cavity Pumps in Ontario.	Sole authorized parts distributor for Moyno Progressing Cavity Pumps in Ontario.	\$ 50,000.00	\$ 84,959.70	\$ 51,519.56	\$ 101,000.00	\$ 23,845.51	\$ 325,401.64
Wallace And Tiernan	x			Original Equipment Manufacturer for disinfection process equipment.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services												
Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
Watech		x			Underwater services for inspection, rehabilitation, repairs, cleanout, or installation of equipment. They are a specialized, local and readily available firm. They have previous experience performing diving work with the City which mitigates safety risks. Having two vendors will provide redundancy for the specialized services that the City cannot provide and are typically required for unforeseen conditions that are time-sensitive.		\$ 15,000.00					
Watts Unlimited	x	x		Original Equipment Manufacturer of UPS systems for the Real Time Control bypass gates.	Original Equipment Manufacturer authorized service/maintenance provider for UPS systems (including any parts required for service/maintenance) covering Watts Equipment including but no limited to batteries, transfer switches, bypass switches, controllers and any associated components. Watts has an intimate history of the needs and complexity, as well as technicians are specially trained to maintain their own Original Equipment Manufacturer equipment at various locations across Hamilton Water.		\$ 10,000.00	\$ -				
Watson Marlow Fluid Technology	x			Original Equipment Manufacturer of peristaltic pumps.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WEMCO	x			Original Equipment Manufacturer of centrifugal screw and vortex pumps			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WesTech Engineering LLC	x			Original Equipment Manufacturer of the ExtremeDuty™ Internal Sludge Mixer Model SMI1.			\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Westech Industrial Ltd			x			Sole authorized parts provider for Emerson and Varec - Biogas equipment and in-service digester gas or biogas (untreated or treated) in Canada.	\$ 10,000.00	\$ -	\$ 49,633.54	\$ -	\$ -	\$ 5,013.00
Willamette	x			Original Equipment Manufacturer of valves.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Worthington	x			Original Equipment Manufacturer of Pumps			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WSP	x			Original Equipment Manufacturer of self-priming pumps			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Xylem Canada LP.	x	x	x	Original Equipment Manufacturer of Flygt branded submersible pumps and mixers, and associated parts. Original Equipment Manufacturer of Godwin branded pumps and accessories.	Sole Original Equipment Manufacturer authorized service provider for Flygt branded submersible pumps and mixers. Sole Original Equipment Manufacturer authorized service provider Godwin branded pumps and accessories.	Sole authorized distributor of Flygt branded submersible pumps and mixers, and associated parts. Sole authorized distributor of Godwin branded pumps and accessories.	\$ 400,000.00	\$ 333,370.96	\$ 234,631.17	\$ 330,861.00	\$ 293,238.49	\$ 452,639.62
YSI	x			Original Equipment Manufacturer for regulatory analyzers, monitoring and control devices.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Totals</b>							<b>\$ 4,070,000.00</b>	<b>\$2,911,277.91</b>	<b>\$ 2,316,902.62</b>	<b>2,375,837</b>	<b>1,804,146</b>	<b>3,534,767</b>



### Appendix C - Equipment, Parts, Supplies and Services for Additional Hamilton Water Sections

Vendor Name	Original Equipment Manufacturer (OEM)	Provider for Service	Distributor for Equipment, Parts and Supplies	(OEM) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
AECOM Canada Ltd		x			National vendor responsible for National Water Wastewater Benchmarking Initiative (NWWBI), through the Canadian Infrastructure Benchmarking Initiative (CIBI).		\$ 30,000.00	\$ 28,457.24	\$ 48,229.19	\$ 50,773.00	\$ 49,895.00	\$ 49,895.00
DCM - Data Communications Management	x		x	Mailable toilet leak dye strip manufacturer, used for high water billing notifications. Proprietary product from DCM.		No other known supplier of this mailable dye strip, which is required to be effectively and efficiently distributed to users across the City via Canada Post. Other similar products are in the form of a tablet which can crumble while in transit.	\$ 17,000.00	\$ 36,554.57	\$ -	\$ 9,800.00	\$ -	\$ -
Devine & Associates Limited			x			Sole provider of Equipment and services to maintain existing Cla-Val water distribution system anti-stagnation valve (3/4" or 1" programmable timer valve).	\$ 50,000.00	\$ 74,970.61	\$ 120,025.11	\$ 265,838.00	\$ 174,531.74	\$ 279,231.58
E.H. Wachs	x	x	x	Supply of Original Equipment Manufacturer spare parts, equipment and services for ERV- 750 Valve Exerciser - Automated Valve Operator, VMT2 Valve and Hydrant Maintenance Trailer, WACHS Vital (valve data collection) software system, WACHS Hydrant Cutter, guillotine saw and Lakeshore Hydrant Services (LHS) Pretzel Hydrant Marker.	Sole Original Equipment Manufacturer spare services provider for ERV-750 Valve Exerciser - Automated Valve Operator, VMT2 Valve and Hydrant Maintenance Trailer, WACHS Vital (valve data collection) software system, WACHS Hydrant Cutter, and guillotine saw.	Sole Supply of Original Equipment Manufacturer spare parts, equipment for ERV- 750 Valve Exerciser - Automated Valve Operator, VMT2 Valve and Hydrant Maintenance Trailer, WACHS Vital (valve data collection) software system, WACHS Hydrant Cutter, guillotine saw and Lakeshore Hydrant Services (LHS) Pretzel Hydrant Marker.	\$ 75,000.00	\$ 110,871.82	\$ 57,696.93	\$ 86,681.00	\$ 57,421.44	\$ 30,000.00
Evans Supply Limited (Utility & Municipal Products)		x	x		Evans provides yearly calibration service of test equipment for the back-flow preventers on the hydrant adapter assemblies.	Sole Distributor of spare parts associated with fire hydrant adapter assemblies. This can include but is not limited to reduced pressure back flow preventer devices, spacers of various sizes, stands and swivels.	\$ 35,000.00	\$ 46,558.09	\$ 22,333.91	\$ 33,233.00	\$ 22,088.85	\$ 15,573.50
Flowpoint Environmental Systems LP	x	x	x	Supply of Original Equipment Manufacturer spare parts, equipment and support services to maintain existing Flow Point terminals.	Annual Licensing and Technical support for existing terminals and software for the City's Bulk Water Filling and Hauled Waste sewage stations. This software system allows customers to create an account online and make online purchases.	Provider of parts terminals for the City's Bulk Water Filling and Hauled Waste sewage stations.	\$ 30,000.00	\$ 4,167.08	\$ 7,219.88	\$ 18,901.00	\$ -	\$ 12,575.00
Industrial Scientific Corporation	x	x	x	Supply of Original Equipment Manufacturer spare parts, equipment and services to maintain existing Ventis gas detectors and accessories used by Hamilton Water.	Sole service provider to maintain existing Ventis gas detectors and accessories used by Hamilton Water.	sole distributor of spare parts, and equipment to maintain existing Ventis gas detectors and accessories used by Hamilton Water.	\$ 65,000.00	\$ 58,139.94	\$ 53,928.38	\$ 56,179.00	\$ 57,840.91	\$ 52,155.72

<b>Kronos Inc.</b>	x	x	x	Supply of Original Equipment Manufacturer spare parts, equipment and support services to maintain existing Kronos In Touch 9000 terminals.	Original Equipment Manufacturer spare parts, equipment and support services to maintain existing Kronos In Touch 9000 terminals.	Original Equipment Manufacturer spare parts, equipment and support services to maintain existing Kronos In Touch 9000 terminals.	\$ 30,000.00	\$ 31,637.63	\$ 0.00	\$ 46,632.00	\$ 25,116.98	\$ 10,000.00
<b>SPD</b>			x			Sole source distributor of parts, equipment and supplies of Wager Odor Control products and engineered media.	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Van Essen Instruments - Canada</b>	x	x	x	Supply of Original Equipment Manufacturer spare parts, equipment and support services to maintain existing water level and water quality dataloggers, including communication devices and cables.	Original Equipment Manufacturer spare parts, equipment and support services to maintain existing water level and water quality dataloggers, including communication devices and cables.	Original Equipment Manufacturer spare parts, equipment and support services to maintain existing water level and water quality dataloggers, including communication devices and cables.	\$ 20,000.00	\$ 15,948.49	\$ 0.00	\$1,680.00	\$ 24,355.50	\$ 30,000.00
<b>Totals</b>							\$ 362,000.00	\$ 407,305.47	\$309,433.40	\$ 569,717.00	\$411,250.42	\$479,430.80



Final Report

# School Site Design Guidelines for Active & Sustainable Transportation

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**City of Hamilton Guidelines**



Prepared for City of Hamilton  
by IBI Group  
With Vélo Québec Association  
November 30, 2022

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# 1.0 Introduction

## 1.1 Purpose & Scope of the Guidelines

This guide is intended to support the City's efforts to grow the use of active and sustainable travel modes to school, both for students and staff. This document will complement and supplement the existing studies and guidelines around Active Transportation (AT) and Transportation Demand Management (TDM).

In addition, the City has engaged in several workshops and forums around healthy community and school planning that inform these guidelines.

The strategies presented in this guide are applicable to:

- Elementary and secondary schools;
- New and retrofit schools; and
- In urban and suburban contexts.

The concepts and recommendations presented in this document are intended to encourage active and sustainable modes of travel to school, recognizing the need for partnerships in the delivery of these elements. Whenever possible, the school boards and the City of Hamilton should consider partnering to advance recommendations that would otherwise be unachievable because of funding or resource limitations.

## 1.2 Intended Audiences

The **intended audience** for this guide includes but is not limited to planning and transportation practitioners, public health practitioners, and school leaders and school board officials. Guidelines are most relevant for the following audiences in each chapter:

- **Chapter 3 (Supportive Schools):** audiences involved in planning, designing, and retrofitting school sites.
- **Chapter 4 (Supportive Neighbourhoods):** City planners, engineers, and other professionals involved in planning new and existing communities.
- **Chapter 5 (Supportive Environments):** City and school officials, parents, and students collaborating on programming for schools post-occupancy.

## 1.3 How to Use the Guide

The information in this guide can be used during the following processes:

- **Designing new schools** – This guide can be used during the school site design process, in conjunction with school board guidelines, for identifying the amenities and design considerations that facilitate access to the school by different active and sustainable modes of transportation.
- **Planning new communities** – These guidelines can provide an important role during the secondary planning and/or subdivision application processes for choosing the school site, laying out the street grid, establishing planning and engineering standards, and building controls that will help to set up the school site for success.

- **Retrofitting existing school sites** – During renovations to school sites and buildings, or to address existing deficiencies identified through the School Travel Planning process, these guidelines can play a role in the delivery of site enhancements on their own or bundled with other site updates.
- **Retrofitting neighbourhoods** – During the School Travel Planning (STP) process, this guide can inform the Action Plan for changes to be made around the school site to facilitate active travel. In addition, as roads near school sites undergo routine upgrades, reconstruction or resurfacing, this tool can be used to inform the design of the new corridor to include improved pedestrian and cycling facilities.

The material in these guidelines is presented under four main headings:

- **Setting the Context** – This chapter informs the guidelines and recommendations by providing an overview of AT and TDM trends and further summarizing existing efforts to increase active and sustainable school travel (ASST) in Hamilton.
- **Supportive Schools: Siting & Site Design** – This chapter focuses on the selection and design of the school site itself, including multi-modal access and layout, establishing planning and engineering standards, and building controls.
- **Supportive Neighbourhoods: Access around Schools** – This chapter focuses on the neighbourhood surrounding the school site, including guidance on traffic calming, street layout, intersections, integration with transit, and school routes.
- **Supportive Environments: Programming and Policies** – This chapter provides information and recommendations around a number of existing programs and policy initiatives throughout Hamilton.

**Key recommendations** throughout each section are summarized and numbered in **blue text**. Discussions specific to retrofitting existing schools or neighbourhoods are also noted in each section.

### **Case Studies from Québec**

Throughout the document, case studies from across Montréal and Québec are included. These case studies were prepared by Vélo Québec in support of the background and innovative approaches review completed for these guidelines. They help to provide additional context, recognizing that these applications require customization to the local context.

### **Other City Plans, Policies & Guidelines**

Throughout this guide, references are made to specific policies, guidelines, and recommendations from various City of Hamilton plans and policies. These guidelines are intended to provide a set of tools & guidelines that can be applied in a context-sensitive manner on a case-by-case basis, using professional judgement.

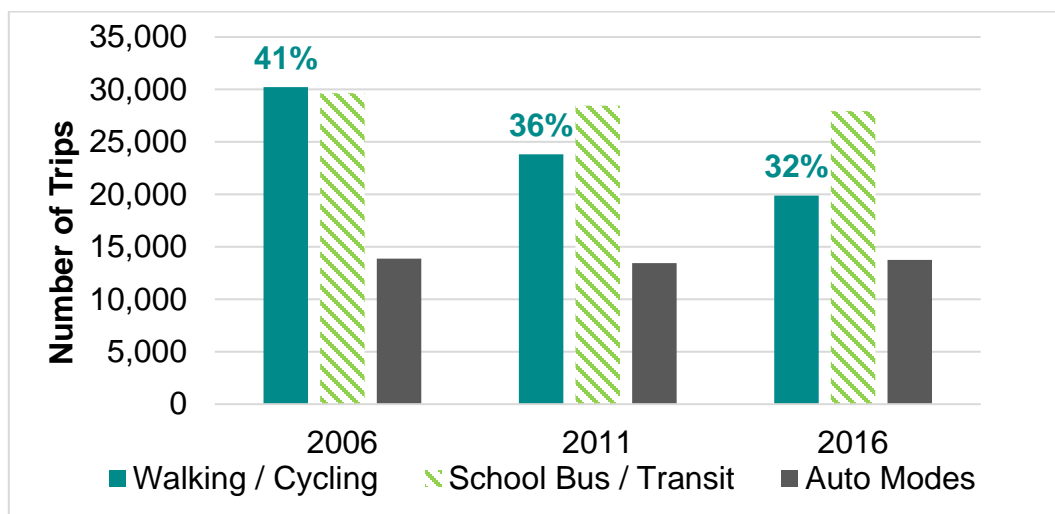
## 2.0 Setting the Context

### 2.1 The Case for Active and Sustainable School Travel

There is an urgent need to shift trips to walking, cycling and transit to address critical problems facing our schools and communities. 91% of Canadian children and youth are not getting the recommended levels of daily physical activity, and 26% of Canadian children and youth are considered overweight or obese<sup>1</sup>.

Meanwhile, travel to school by active modes (walking and cycling) has steadily declined in Hamilton, despite efforts to encourage active and sustainable travel through a variety of avenues and partners. From 2006 to 2016, the share of students 16 years of age or younger walking or cycling to school has dropped from 41% to 32% while auto modes have increased from 19% to 22% (Exhibit 2-1). Key barriers to active school travel in the City of Hamilton include perceived safety concerns, the convenience of driving, and existing car-centric infrastructure and built form outside of the core.

**Exhibit 2-1: City of Hamilton School Travel Modes (16 and under), 2006-2016**



Source: Transportation Tomorrow Survey (TTS)

Increasing the popularity of active and sustainable travel modes to school has proven public health, safety, environmental, economic, financial, and community benefits, including the following:

- A person’s risk of obesity is reduced by 5% for each kilometre walked per day and increases by 6% for each hour spent in a car per day<sup>2</sup>. By switching from driving to active modes of travel to school, both children and their parents are therefore dually reducing their risk of obesity and accompanying adverse health effects.
- Replacing a driving trip with walking or cycling saves an average of 0.85 kg of CO<sub>2</sub> per kilometre, not including the further reduction in emissions due to decreased congestion on the roads<sup>3</sup>.

<sup>1</sup> Transport Canada, “Active Transportation in Canada; a resource and planning guide.” 2011. Accessed April 24, 2020 from [https://data.fcm.ca/documents/tools/GMF/Transport\\_Canada/ActiveTranspoGuide\\_EN.pdf](https://data.fcm.ca/documents/tools/GMF/Transport_Canada/ActiveTranspoGuide_EN.pdf)

<sup>2</sup> Transport Canada, “Active Transportation in Canada; a resource and planning guide.”

<sup>3</sup> Transport Canada, “Active Transportation in Canada; a resource and planning guide.”



- Replacing car trips with active modes can save society \$1.70 per kilometre in overall economic benefits such as time savings and health expenses while saving individuals and families \$0.43 per kilometre in direct travel expenses<sup>4</sup>.
- Almost 60% of cyclists and 46% of walkers reported enjoying their commute, compared to 37% of people commuting by car<sup>5</sup>. Increased active travel to school can therefore improve the quality of life of students, staff, and parents in a very real way.

## 2.2 Active Transportation & Transportation Demand Management for Schools: A Primer

Active Transportation (AT) refers to the movement of people or goods using primarily human-powered modes such as walking, cycling, scootering, in-line skating, and travel with the use of mobility aids and other power assisted devices moving at comparable speeds.

Transportation Demand Management (TDM) manages the demands placed on transportation infrastructure by influencing travel behaviour through the use of policies, programs, infrastructure improvements, and services. It encompasses a wide range of strategies including shifting travel modes, reducing the number of trips taken, and travelling more efficiently.

Both AT and TDM must be considered in the more specific context of school travel and site design. Children and youth are either too young to be capable of making their own decisions or are instructed or directly supervised by their parents about trips to school. Many parents are afraid to allow children to walk independently due to safety concerns around traffic and fear of abduction or assault<sup>6</sup>. Safe Kids Canada recommends that children under the age of eleven be supervised when dealing with traffic, as children face several challenges such as:

- Narrow fields of vision;
- Slower reaction time;
- Difficulty perceiving speeds and distances; and
- Reduced ability to see vehicles and dangers due to shorter height.

Shifting school travel trends towards cycling and walking therefore requires buy-in from both students and parents. The upside of this is when families decide to make the switch to active transportation, the health and wellness benefits will be realized by the parents along with the students.

Active and sustainable travel trends differ from elementary schools to secondary schools as students gain more independence. In 2016, 38.7% of Hamilton elementary school students (4-13 years old) walked to/from school compared to only 24.9% of secondary school students (14-16 years old), while secondary students were much more likely to take public transit home than elementary school students at 15.1% and 2.7% respectively. Secondary students bike to/from school slightly more than elementary school students (0.91% versus 0.72%). Both secondary and elementary school students are more likely to take active and sustainable modes of travel home from school than to school<sup>7</sup>.

In addition to travel by students, it is important to consider that schools and school boards represent a large employment market in the city of Hamilton. Approximately 2,500 employees, including teachers and other team members based directly at school sites, work for the two largest school boards: Hamilton-Wentworth District School Board & the

<sup>4</sup> Transport Canada, "Active Transportation in Canada; a resource and planning guide."

<sup>5</sup> Transport Canada, "Active Transportation in Canada; a resource and planning guide."

<sup>6</sup> Victoria Transport Policy Institute, "School Transport Management". 2018. Accessed May 7, 2020 from <https://www.vtpi.org/tm/tm36.htm>.

<sup>7</sup> Transportation Tomorrow Survey, 2016.

Hamilton-Wentworth Catholic District School Board. Encouraging sustainable employee travel is a key focus of the City's Smart Commute program. The Smart Commute program has identified lessons learned with respect to strategies to shift employee travel to active and sustainable modes including the importance of supportive physical infrastructure.

All of these trends are factors that must be considered when designing a school site to encourage ASST and inform the recommendations presented in this guide.

## 2.3 Climate Change Mitigation & Adaptation: The Role of ASST

On March 27, 2019 Hamilton City Council passed a motion **"That the City of Hamilton declare a climate emergency that threatens our city, region, province, nation, civilization, humanity and the natural world"**. The motion directed City of Hamilton staff to create a multi-department Corporate Climate Change Task Force to investigate new and existing actions, plans and policies to achieve net zero carbon emissions before 2050.

The Climate Task Force reported back to City Council on the Corporate Goals and Areas of Focus for Climate Mitigation and Adaptation which set out nine (9) main goals with additional areas of focus for every department to further investigate. The one main goal related to active transportation and getting citizens out of their single occupancy vehicles. Endorsed by council is Goal 2: **"To change the modal split and investigate strategies so that more trips are taken by active and sustainable transportation than single use occupancy vehicles."**

Transportation is a major source that needs to be addressed in order to meet Hamilton's long-term Greenhouse Gas (GHG) reduction targets. In Hamilton, the transportation sector represents the third largest source of GHG emissions at about 15% of total emissions. In 2019 the City's Climate Task Force reported the breakdown of transportation emissions. It reported that single occupancy vehicles in the form of light duty cars and light duty trucks (including SUVs) represented approximately 61% of Hamilton's total transportation emissions. Therefore, strategies to reduce SOVs can play a major role in addressing climate change targets.

These guidelines directly align with the Climate Change Corporate Goals by identifying strategies that will encourage active & sustainable transportation for children, parents and teachers when travelling to and from school. By following and implementing these guidelines, decision makers will help to ensure the infrastructure and programming are in place to shift people out of their vehicles and into more sustainable forms of transportation. This will not only reduce Hamilton's GHG emissions, but also help to improve local air quality by reducing harmful tail-pipe emissions and reduce sedentary lifestyle, improving overall population health.

## 2.4 Towards Active & Sustainable School Travel: Efforts to Date & Lessons Learned

The City has led a number of recent planning and programming initiatives of relevance to these guidelines. Recent efforts are summarized below, along with key takeaways:

- **Urban (2013) and Rural (2012) Hamilton Official Plans (OPs)** are guiding documents for the management of the City's communities over the next 30 years. Both plans contain policies around educational facilities (such as working with school boards to select sites to maximize pedestrian and cycling access), active transportation infrastructure, and transportation demand management.
- **City of Hamilton Transportation Master Plan (TMP, 2018)** is a strategic planning framework that provides direction for all transportation-related studies and decisions. The TMP identifies several actions to increase ASST, including

coordinating School Travel Plans across the city, engaging in TDM opportunities, and improving off-road facilities near school sites.

- **Pedestrian Mobility Plan (2012)** is a strategic framework that addresses how the City of Hamilton plans to achieve legislative and aspirational commitments to healthy, sustainable and complete communities. The Plan embeds a “routine accommodation” process within planning and design processes such that pedestrian amenities can be upgraded in tandem with surrounding roads.
- **Hamilton School Siting & School Site Design for a Healthy Community Forum (2012)** gathers together stakeholders from across the Greater Toronto and Hamilton Area (GTHA) in government, non-profit, and private sectors to discuss how school siting and design could better support ASST. Outcomes of this forum emphasized the importance of relationships, partnerships, and strong communication between stakeholders.
- **Transportation Demand Management Land Development Guidelines (2015)** provides requirements for developers to complete Transportation Demand Management memos or reports to demonstrate how their development (including school sites) encourages and supports the City’s Transportation Demand Management efforts. It provides additional detail and clarifies implementation approaches for some of the requirements and interventions related to school sites.
- **Healthy Cities: School & Municipal Design Workshop: Supporting Active & Sustainable School Travel (2016)** brought together 105 participants from several regions and disciplines to learn about school travel trends, discuss innovations and barriers in school and municipal design, and establish collaborative, cross-sector next steps in implementation. These ideas informed ASST priorities for the City of Hamilton moving forward.
- **Hamilton-Wentworth District School Board (HWDSB) Elementary and Secondary School Design Guidelines** were developed to provide a framework and specific guidelines for the design and renovation of elementary and secondary schools, including pedestrian and bicycle circulation, lighting, and signage.

Each document/initiative has a different role to play to inform the recommendations of these guidelines. For example, the overarching policies in the Official Plan articulate the City’s vision, but do not provide a roadmap to achieving these visions. More action and outcome-oriented documents like the Pedestrian Mobility Plan and TDM Land Development Guidelines provide relevant takeaways for these guidelines, but focus more on the physical interventions only within a neighbourhood, or school site, respectively. To this end, a summary of the existing guidance in each of the reference documents for the various topics included in these guidelines is presented in **Exhibit 2-2**. These guidelines are intended to summarize, compile and supplement recommendations for schools in a holistic manner considering the school site, surrounding area and programmatic interventions.

**Exhibit 2-2: Overview of Existing Efforts by Topic**

Reference Document	Supportive Schools: Siting & Site Design	Supportive Neighbourhoods: Access Around Schools	Supportive Environments: Programming & Policies
Urban (2013) and Rural (2012) Hamilton Official Plans	◐	◐	○
City of Hamilton Transportation Master Plan (2018)	○	●	●
Pedestrian Mobility Plan (2014)	○	●	◐
TDM Land Development Guidelines (2015)	●	◐	◐
Healthy Cities: School & Municipal Design Workshop: Supporting Active & Sustainable School Travel (2016)	●	◐	●
School Siting & School Site Design for a Healthy Community Forum (2012)	◐	◐	◐
HWDSB School Design Guidelines	●	○	○

**Key:** Low emphasis ○ ◐ ● High Emphasis

## 3.0 Supportive Schools: Orientation and Design

### 3.1 Introduction

The location where future schools are developed relative to residential land uses, public facilities, and public transportation, along with the layout of the site and amenities provided, can have significant impact on travel mode choice for students, parents and staff.

This chapter focuses on the selection and design of the school site, including the following areas:

- Optimizing school orientation and layout for active and sustainable transportation, including considerations such as placement within the community and building orientation.
- Improving site access for both pedestrians and cyclists, including pathways, end-of-trip facilities, and other amenities.
- Improving transit access to the school, including considerations such as transit stop access, waiting area amenities, and the provision of transit information.
- Providing motor vehicle access in such a way as to ensure the safety and comfort of pedestrians and cyclists.

### 3.2 School Orientation & Layout

#### Background & Supportive Policies

Optimizing the siting and layout of a new school for pedestrian and cycling access can have significant impacts on active travel to/from school. This direction is enforced through numerous policy & planning documents, as summarized in Exhibit 3-1.

#### Exhibit 3-1: School Orientation and Layout – Supportive Policies & Recommendations

##### Supportive Policies

The Rural and Urban Hamilton **Official Plans (OPs)** commit to working in cooperation with school boards to ensure that schools are located in close proximity to the population they are intended to serve to maximize pedestrian, cycling, and public transit access.

The OPs also lay out several specific guidelines related to school siting and layout, including street access and parking lot orientation.

The City of Hamilton **Site Plan Guidelines** emphasize the importance of:

- Enhancing the pedestrian-scale streetscape through thoughtful building layout; and
- Minimizing distances between buildings and the sidewalk.

In the **Active & Sustainable School Travel Charter**, the City and school boards also commit to:

- Locating schools on sites that meet community needs and anticipated future growth; and
- Implementing a collaborative approach to school siting that contributes to healthy communities.

## School Siting

### *Centrality*

Many studies show that the distance between home and school is the strongest predictor of whether students walk or bike to/from school. Both the Official Plans and the school boards' ASST charters highlight the importance of locating schools in close proximity to the populations they are intended to serve, maximizing opportunities for active and sustainable school travel. Ideally, a school is located at the centre of a neighbourhood such that as many students as possible are located within a 15-minute walk (800 m) from the school.

When a new community is being planned, it is crucial that optimal sites be reserved for schools to maximize the potential for active travel to school. It is the role of the City of Hamilton, which creates secondary plans and approves subdivision plans (often in collaboration with developers), to ensure that centrally located sites near other community amenities and away from barriers to walking and cycling be reserved for schools.

Exhibit 3-2 illustrates the effectiveness of central school siting; the school is surrounded on all sides by residential neighbourhoods with convenient walking and cycling access to the school as indicated in orange arrows.

### **Exhibit 3-2: Centrally-Located School Placement in Neighbourhood**



Image: Google Streetview

### **Barriers**

Physical barriers, such as freeways, long blocks with few intersections, creeks and ravines, and railways can force long detours and discourage the use of cycling and walking modes. If the school cannot be located to avoid these barriers from transecting the service area, then safe and conveniently located crossings must be present along active routes to school.

Major roads with high traffic speeds and volumes are also obstacles for pedestrians and cyclists, especially children. Even in the presence of safe and convenient pedestrian crossings, the perceived risk of allowing young children to cross major roads may act as a barrier to active travel. Elementary schools should therefore not be located along major arterial or multi-lane roads. For existing schools located on arterial roads and undergoing a school travel plan or a renovation, there are design elements and retrofit solutions that can be implemented to partially mitigate the effects of close proximity to an arterial road.

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**SS-1: Ensure that centrally located sites near other community amenities and away from barriers to walking and cycling be reserved for schools.**

---

### **Community Facilities**

Many students do not travel directly between home and school; before or after class, students may need to access public facilities such as athletic or community centres, libraries, and parks for extra-curricular recreation programs. Locating schools near these community destinations can facilitate and encourage the use of active travel modes. In addition, some communities such as parks and natural areas can be located on directly adjacent or shared sites with schools, which can reduce the need to travel before or after class. However, when schools and public facilities are clustered, their sites need to be carefully laid out to ensure that these large buildings do not impede active travel.

### **Access**

School sites fronting on streets on three or four sides can provide access from all directions. There are several benefits to multiple street frontages:

- Improved permeability (ability to access the school entrances by walking and cycling from multiple directions) and accessibility of the school site;
- Allowing access for different users and types of trips from different sides, e.g., loading/unloading/waste collection can access the site from a different side than primary pedestrian and cycling access; and
- Building in redundancy to allow for future site evolution and temporary uses; e.g., conversion of parking lot or loop driveways to site gardens or recreational uses (refer to Section 3.5).

The school shown in Exhibit 3-3 fronts on streets on all four sides, maximizing access from all directions. If street frontage cannot be provided, then off-road connections to the site from all sides can be used to mitigate the reduced site permeability in these cases (see Section 3.3).

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**SS-2: Wherever feasible, secondary schools should front on streets from three or four sides. All schools should front on streets from at least two sides.**

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### Exhibit 3-3: Street Access from Four Sides



Image: Google Streetview

## Layout

### ***Building Orientation & Size***

Buildings oriented to the street, with building mass maximized along the street edge of the most major street upon which it is fronting, provide several important advantages, including:

- Reducing walking and cycling distances to building entrances from sidewalks, transit stops, and other buildings;
- Reducing the need for on-site fire access routes - per the requirements of the Ontario Building Code, building entrances set back from the curb by 3-15 m do not need separate fire access routes, which can reduce the number of driveways on the school site and minimise the potential for conflicts between vehicles and pedestrians or cyclists; and



- Street-oriented buildings and entrances provide an overall community benefit by helping to animate the public right-of-way including sidewalks and streets while defining a clear public edge.

Therefore, locating the school building parallel to, and oriented along, the primary street is highly desirable. If a school site is located at the intersection of two similar streets, the building should be sited at the corner of the site adjacent both street frontages. In this case, the main building entrance should be located at the corner nearest that intersection, if feasible. This improves the ease of accessing the site for pedestrians from both directions and minimizes the need for pathways through the site.

Exhibit 3-4 shows a school layout with maximum building mass along the street edge. The main entrance is less than 10 m from the nearest major street, eliminating the need for a separate fire access route.

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**SS-3:** Site layout should maximize the building mass along the edge of the most major street, with the main entrance located 3-15 m from the curb where feasible.

---

**Exhibit 3-4: Building Mass Maximized Along Street Edge**

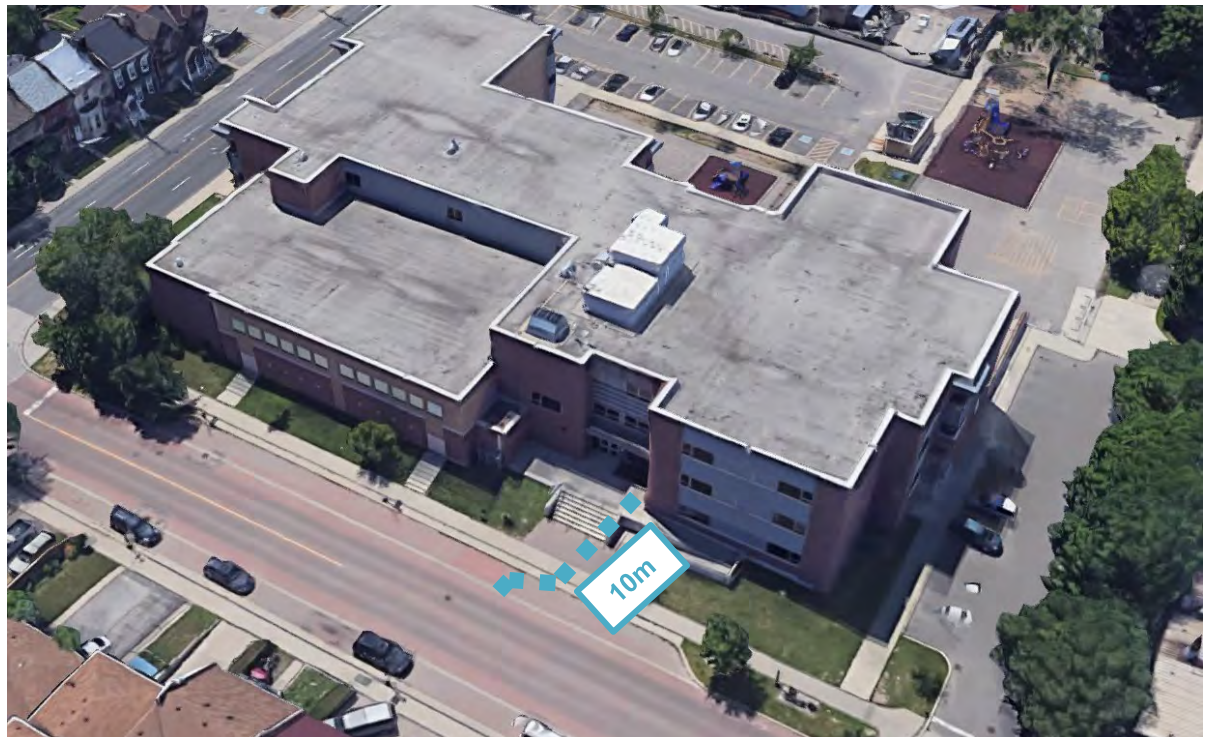


Image: Google

More compact building forms for schools have similar benefits including providing additional space for improved pedestrian and cycling access as well as enhanced outdoor and recreational amenities. Compact building forms refer to any strategies that reduce the building's overall footprint within the school site, such as building up (multiple storeys) rather than out and efficient use of indoor space. As a secondary benefit, this can also help reduce heating/cooling costs and reduce the building's climate change impact.

### 3.3 Active Transportation Access

#### Background & Supportive Policies

Providing high-quality pedestrian and bicycle access to school sites is critical to empower students and staff to walk and wheel to school. This direction is enforced through numerous policy & planning documents, as summarized in Exhibit 3-5.

#### Exhibit 3-5: Active Transportation Access – Supportive Policies & Recommendations

##### Supportive Policies

The Urban and Rural Hamilton **Official Plans** state that community facilities (including schools) shall:

- Be easily accessible by cycling and walking; and
- Integrate both pedestrian and cycling amenities into the site.

The **Transportation Master Plan** includes several overarching goals that encourage active transportation access, including to:

- Improve options for active transportation; and
- Reduce reliance on single-occupancy vehicles.

A central goal of the **Pedestrian Mobility Plan** is to improve pedestrian movement by focusing on access to community institutions such as schools.

The City of Hamilton **TDM Guidelines** emphasize the importance of measures on school sites to:

- Encourage walking by providing safe and attractive environments for all pedestrians; and
- Encourage more students and staff who cycle to school by increasing safety and opportunities.

In the **Active & Sustainable School Travel Charter**, the City and school boards also commit to:

- Encouraging the installation and all-season maintenance of cycling and walking facilities leading to and around school sites; and
- Ensuring site design guidelines and current best practices are implemented to maximize opportunities for walking and cycling.

#### Pedestrian Access

##### *Pedestrian Entrances & Pathways*

At each school site, an accessible main entrance is required in accordance with the Ontario Building Code / Accessibility for Ontarians with Disabilities Act. Main entrances must provide a stable, slip-resistant surface type, typically asphalt or concrete. While regulations typically require a minimum 1.5m wide path or sidewalk, wider pathways can better serve a school

entrance where it is anticipated many students or students with a variety of mobility needs may enter/exit the site simultaneously. For example:

- Pathways 1.8m wide allow two people in wheelchairs to pass each other
- Pathways 2.0-2.5m wide allow three people to walk side by side; and
- Pathway 3.0m or wider allow two-way pedestrian and cyclists to pass safely.

The HWDSB Elementary & Secondary School Design Guidelines suggest 2.0m pathways as a default.

---

**SS-4:** Provide wide (1.5m minimum, 1.8m preferred minimum, 2.0 – 3.0m+ preferred) accessible pedestrian pathways to school entrances using a stable, slip-resistant material.

---

In addition to paths leading to the school entrance, paths within the school site are needed to link community pathway connections and sidewalks to school entrances. It is generally recommended that pedestrian access be provided from all sides of a school site. This is particularly important in suburban communities where alternate routes to access the school may be significantly longer. A sample school site with access from the frontage road as well as from adjacent residential neighbourhoods is shown in Exhibit 3-6. By contrast, Exhibit 3-7 shows the circuitous routing that would be necessary to reach the school site if these pathways were not in place, illustrating the importance of these connections.

---

**SS-5:** Provide pathways and trails to the school site from all sides of the site to improve permeability and provide convenient and direct connections.

---

**Exhibit 3-6: School Site with On-site Pathway Connections from Multiple Sides**



Image: Google

**Exhibit 3-7: Alternative Routes for Walking without On-site Pathways**



Image: Google

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**Retrofit Considerations**

At existing schools, pedestrian accessibility can be improved by adding paths through the school site to provide shortcuts to sidewalks and off-street paths surrounding the school. The school board may need to work with the City of Hamilton or other property holders to create legal pedestrian easements from the school building to any nearby paths and negotiate responsibilities for on-going maintenance. An example of a pathway added to a school site at Ancaster Meadow Elementary School site is shown in Exhibit 3-8 . In this location, this was particularly important to improve site access as the school fronts on only one street.

**Exhibit 3-8: Example of a Pathway Added to a School Site**

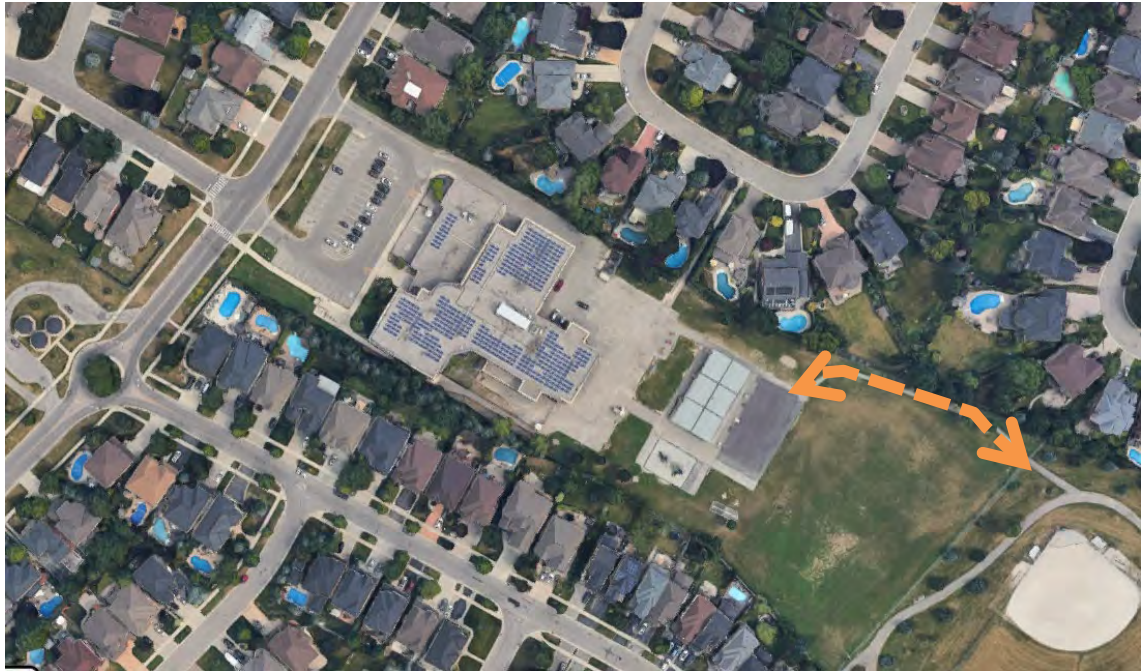


Image: Google

Widening existing pathways and/or providing rounded or chamfered edges for existing pathways can help to address wear and tear on adjacent sod or planting and improve the accessibility, functionality and aesthetics of the school site (refer to Exhibit 3-9).

**Exhibit 3-9: Standard Pathway Without Chamfered Edges**



Image: Google Streetview

**Exhibit 3-10: Widened & Chamfered Pathways to Improve Site Accessibility, Maintenance & Aesthetics**



Image: Google Streetview

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**SS-6:** Pathways at existing schools can be widened and new pathways added to improve accessibility, function, maintenance and aesthetics.

---

***Pedestrian Amenities***

Street furniture such as benches, waste and recycling receptacles, planters and shade trees are typically provided within the public right-of-way along the school frontage (for publicly maintained amenities), while school sites may provide their own amenities on-site (refer to Exhibit 3-11).

**Exhibit 3-11: Example of Pedestrian Amenities on a School Site**

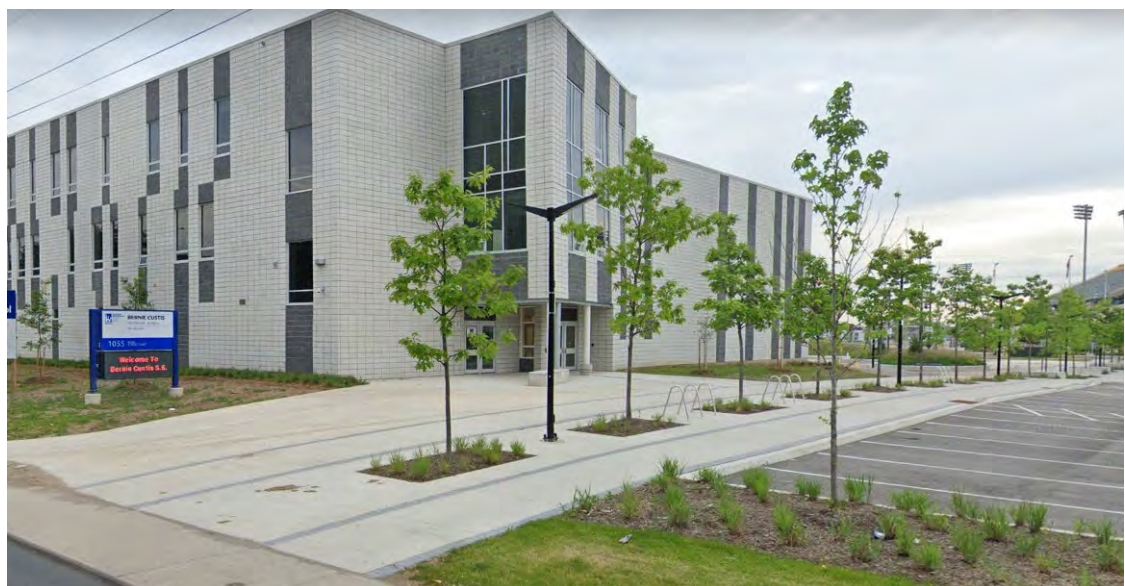


Image: Google Streetview

In all cases, it is important that pedestrian amenities be implemented and installed without restricting or impacting the movement of pedestrians through the school site. Just as pedestrian zones in municipal rights-of-way provide a pedestrian clearway and distinct furnishing zone for amenities, site design should incorporate this principle and ensure that the travel path or clearway is free of obstructions distinct from amenity space (refer to Exhibit 3-12). Refer to the City's *Co-Ordinated Street Furniture Guidelines* (2015) for additional guidance.

---

**SS-7:** Amenities including tress, benches, shade structures and waste and recycling receptacles should be considered to enhance the pedestrian experience. Amenities & site furnishings should be located outside of the pedestrian clearway.

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**Exhibit 3-12: Clearway & Furnishing Zone Delineation**

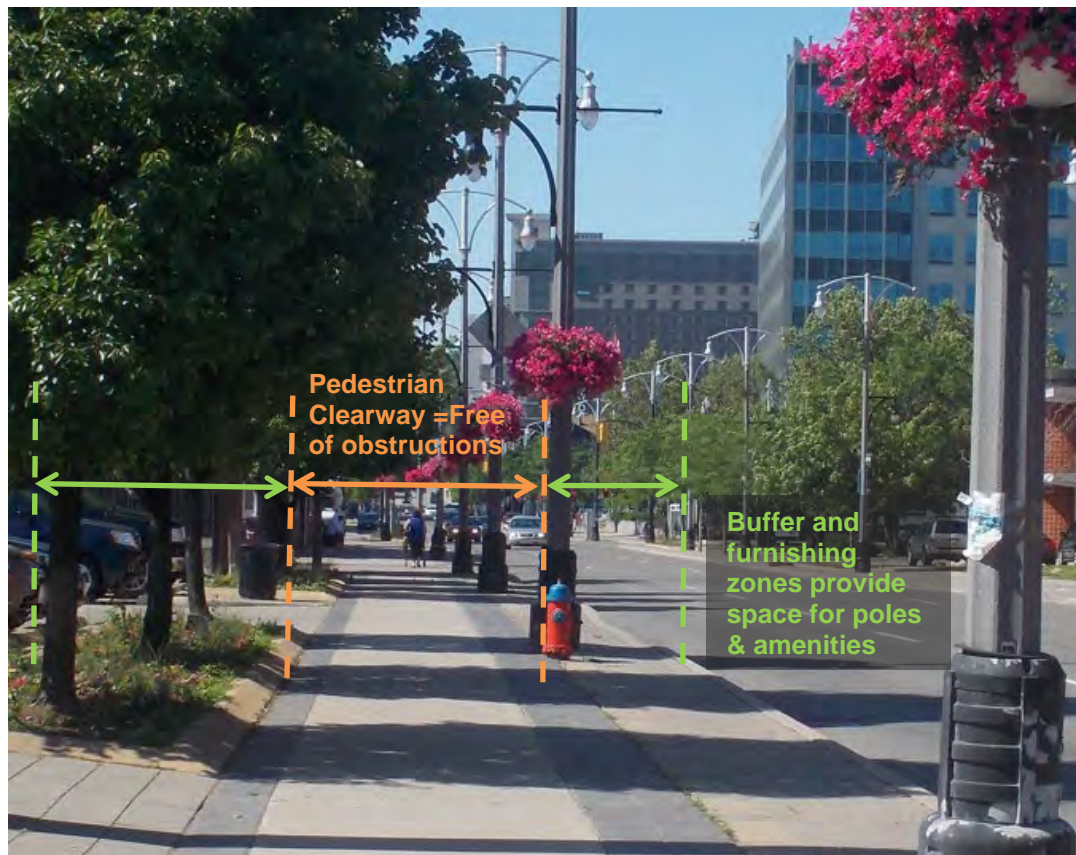


Image: IBI Group

**Lighting**

Lighting is important to provide year-round access to pathways and school entrances including during winter months when students may be arriving or leaving in low-light conditions, and to improve the safety and security of the site. Consideration should also be given to achieving vertical illuminance targets as well. The application of vertical illuminance can provide an improved sense of safety and security on the school site. Dark skies compliant fixtures are recommended to reduce unwanted, upward lighting.

---

**SS-8:** Provide human-scale integrated lighting focused on pathways and entrances which meets the City of Hamilton Site Design Guidelines lighting requirements.

---

### **Site Fencing**

Fencing may be provided on an as-needed basis (particularly as needed for safety and security of school yards), but gates or openings should be provided at pedestrian pathways connections to ensure that fencing does not become a barrier to pedestrian entry. Where school sites share a boundary with a municipal park, the HWDSB Elementary School Design Guideline notes that a fence between the properties may not be necessary.

---

**SS-9:** If fencing of the school site is required, provide gates or openings at pedestrian connections.

---

### **Conflicts with Other Modes**

Pedestrians safety and the perception of safety are influenced by the number of actual or perceived conflicts. On a school site, there are many potential conflicts between pedestrians and other modes, including motorized vehicles, transit, school buses and even cyclists. Strategies that minimize the number of conflict areas are important, including the following strategies:

- Foremost, limit the number of driveways, loop driveways or parking lots on site that must be crossed by pedestrians by consolidating or eliminating the need for multiple driveways.
- Minimize the width of driveways and control turning speeds through by providing the smallest feasible corner radii where they cannot be avoided to reduce the crossing distance and exposure.
- Emphasize pedestrian priority by carrying sidewalks continuously through driveways, providing raised crosswalks, high-visibility crosswalk markings and/or signage for drivers emphasizing pedestrian right-of-way.

Additional discussion on these strategies and interventions can be found in Section 3.5.

---

**SS-10:** Reduce opportunities for pedestrian conflicts with other modes of transportation by limiting and carefully designing driveways & crossings and separating from bicycle storage.

---

### **Universal Design & Site Accessibility**

Compliance with the Accessibility Standard for the Design of Public Spaces (a regulation under the Accessibility for Ontarians with Disabilities Act) is required for all public sector organizations, including both the City of Hamilton and school boards, with regards to newly constructed and renovated public spaces such as school sites. These requirements cover a variety of design elements, including the following of particular relevance to school sites:

- Exterior Paths of Travel – Covers sidewalk/path routes, curb ramps, depressed curbs, stairs and other changes in grade
- Outdoor Play Spaces
- Accessible Off-Street Parking

Paths of travel within a site that provide access to the following are regulated under Ontario's Building Code,

- Barrier-free entrances
- Passenger loading zones
- Parking lots with barrier-free parking



The Ontario Building Code for barrier-free entrances are similar in intent to AODA and require minimum clearway widths and operating space for access.

---

**SS-11:** Ensure the site meets accessibility requirements under AODA and the Ontario Building Code for all required site elements.

---

## **Bicycle, Scooter and Skateboard Access**

### ***Bicycle & Scooter Parking & End of Trip Facilities***

The provision of a sufficient supply of convenient and secure bicycle parking on the school site is an important consideration in site design. As noted in the City of Hamilton Transportation Demand Management (TDM) Guide for Development, bicycle parking needs to be included in the site in a manner that is convenient, secure and readily accessible, including the following considerations:

- **Convenient:** Locate within 15 m of building entrances (if multiple entrances, distribute to all main entrances). Where possible, install under an overhang from the building to add cover for the bike parking area.
- **Secure:** Bicycle parking should be located in a flat area and securely installed (via bolts, spikes, security nuts, anchors or similar), ideally visible from within the interior of the school building. Where possible, the parking should be in the view of the school's main office.
- **Practical:** High-quality bike parking incorporates the following criteria<sup>8</sup>
  - Supports bike upright without putting stress on wheels
  - Accommodates a variety of bicycles and attachments such as trailers, child seats, baskets, etc.
  - Allows locking of frame and at least one wheel with a U-lock
  - Provides security and longevity features appropriate for the intended location
  - How to use the rack is intuitive



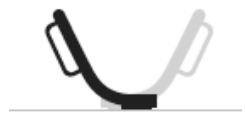





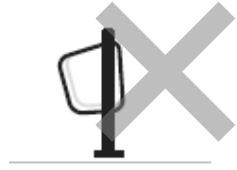

**Hamilton's Smart Commute Program has a bicycle rack seed program for schools. This program provides funding assistance to elementary schools that purchase bicycle racks. To be eligible, schools must have completed a School Travel Plan. See more in Section 5.0.**

Preferred types of bike parking racks and bike parking to avoid, are described in Exhibit 3-13.

---

<sup>8</sup> APBP, Essentials of Bike Parking (Association of Pedestrian and Bicycle Professionals, 2015), 5.

**Exhibit 3-13: Summary of Bike Parking Racks**

Preferred Bike Parking Racks		
<p><b>Inverted U</b></p> 	<p><b>Post &amp; Ring</b></p> 	<p><b>Wheelwell-Secure</b></p> 
Bike Parking Racks Type to Avoid		
<p><b>Wave</b></p> 	<p><b>Wheelwell</b></p> 	<p><b>Spiral</b></p> 
<p><b>Comb / Grid</b></p> 	<p><b>Bollard</b></p> 	<p><b>Coathanger</b></p> 
<p><b>Swing Arm Secure</b></p> 		

Source: Adapted from APBP's Essentials of Bike Parking (2015), Images: APBP's Essentials of Bike Parking (2015)

Scooter parking can also be useful, primarily for elementary schools. An example of an integrated bike and scooter parking area at Cootes Paradise Elementary School is shown in Exhibit 3-14.

### Exhibit 3-14: Integrated Bike & Scooter Parking Area



Image: Google Streetview

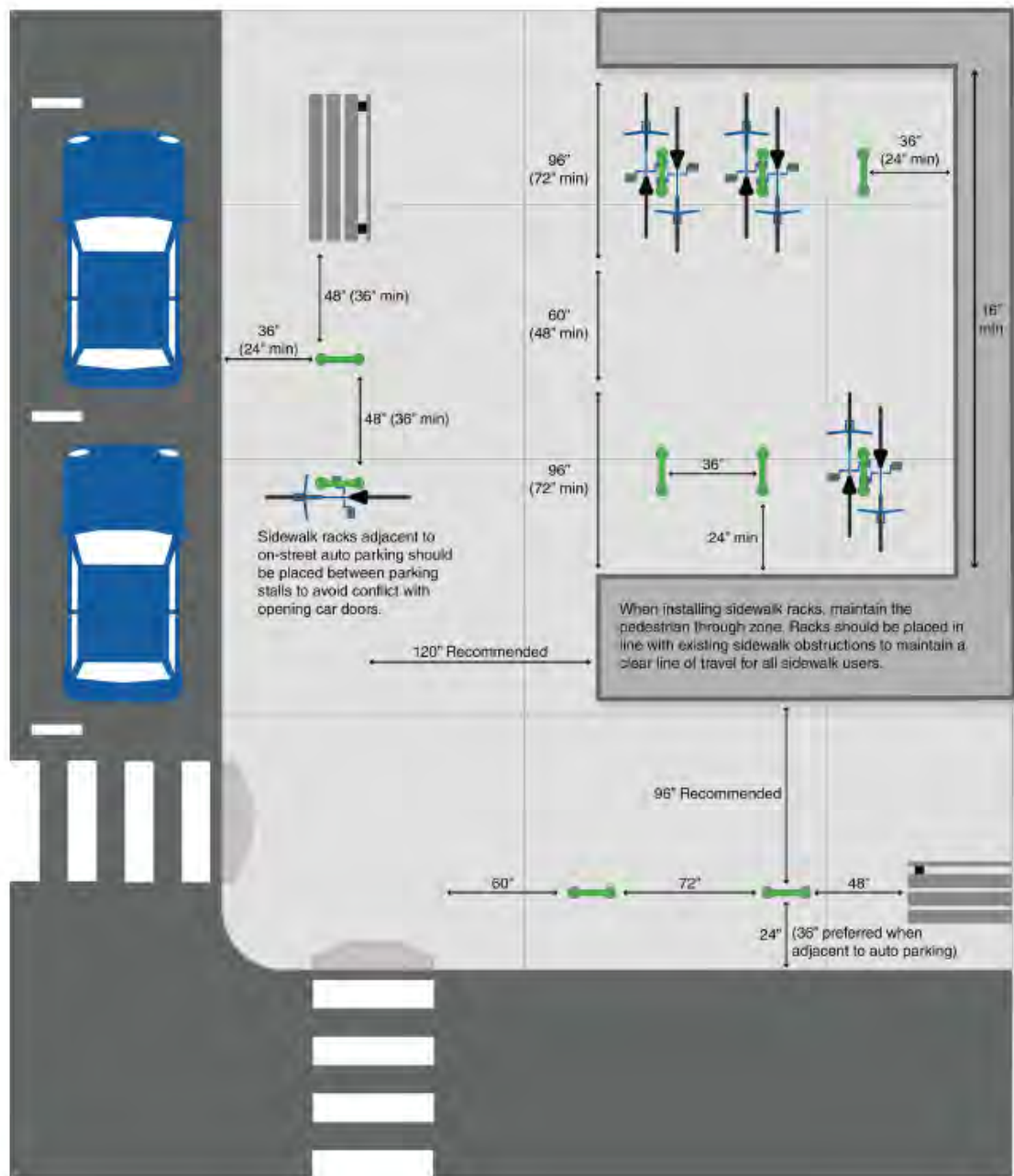
Staff members may prefer more secure bicycle parking, which can be provided indoors or in an outdoor shelter with limited access such as a bicycle enclosure.

Suggested quantities of bike parking for school sites are included in City of Hamilton Transportation Demand Management (TDM) Guide for Development, including:

- Long-term or more secure bike parking: 1 space/3-10 employees and 1 space/20 students (min 2 spaces) or 0.06-0.1 spaces/100m<sup>2</sup> of interior floor area; and
- Short-term bike parking racks: 0.5 - 3 spaces/10 students (min 2 spaces) or 3 (+) 0.06-0.1 spaces/100m<sup>2</sup> of interior floor area.

Bike racks need to be installed in such a way as to provide intuitive and easy circulation for locking bicycles, Recommended clearances and spacing between different types of racks are shown in Exhibit 3-15.

**Exhibit 3-15: Recommended Clearance and Spacing around Short-Term Bicycle Parking Racks**



Source: Adapted from APBP's Essentials of Bike Parking (2015)

In addition to bike racks, end-of-trip facilities such as showers and lockers can increase the attractiveness of cycling for staff.

**SS-12:** Provide a convenient, secure and practical selection of on-site bicycle and scooter parking to accommodate existing and latent demand from staff and students. Bicycle parking quantities should be consistent with Hamilton's TDM Guidelines.

### ***Bike Share***

In communities with an established bike share system, like the City of Hamilton, it is important to consider the role of bike share in encouraging active transportation and investigate opportunities to integrate bike sharing with school travel. As the minimum age for Hamilton Bike Share is 16 years of age and older, the possibility to tie bike share trips to schools is most relevant for high school students and school employees. Since bike share stations are municipally maintained, it can be problematic to provide bike share stations on private sites, and the public right-of-way is preferred.

For these reasons, it is generally preferred that bike share stations not be provided directly on the school site, but instead be provided in close proximity to school sites. In some exceptional cases where it is not feasible to provide stations within the public right-of-way, it may be possible to place them directly on the school site in consultation with the City's Transportation Development review team. For additional information on bike share stations in the surrounding neighbourhood including more information on placement of bike share stations within the public right-of-way, refer to Section 4.2.

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**SS-13:** For riders 16 years and older, provide bike share stations in close proximity to schools within the public right-of-way.

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### Montréal Case Study: Bike Share Integration

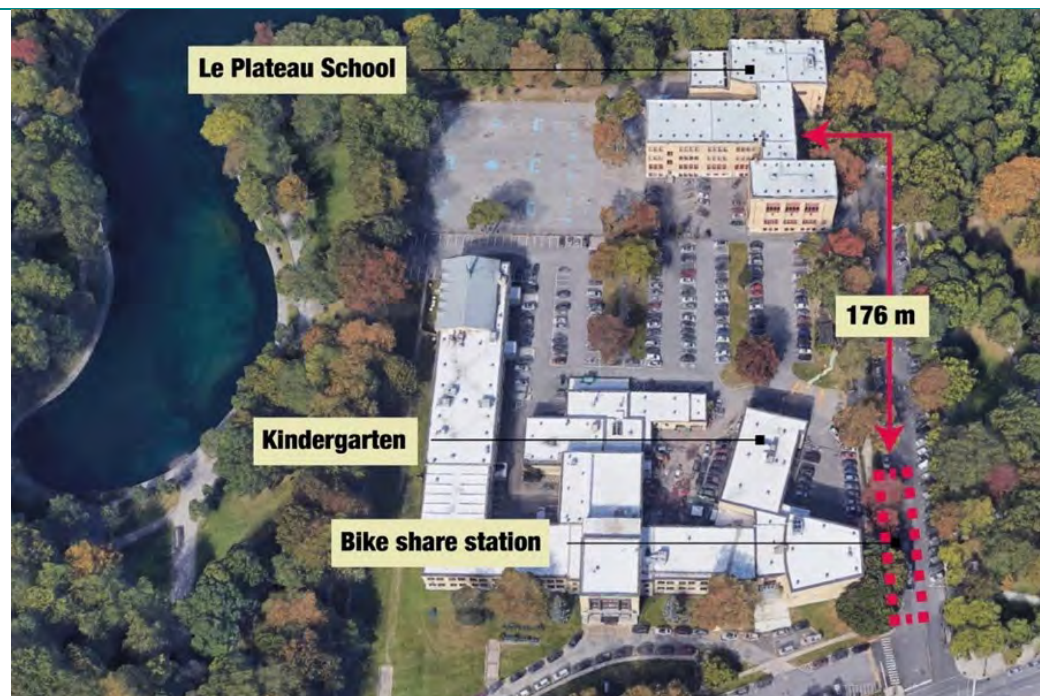
#### Context & Implementation:

In Montréal, bike share integration directly within a school site is mainly associated with post high school institutions (i.e., universities or CEGEPS).

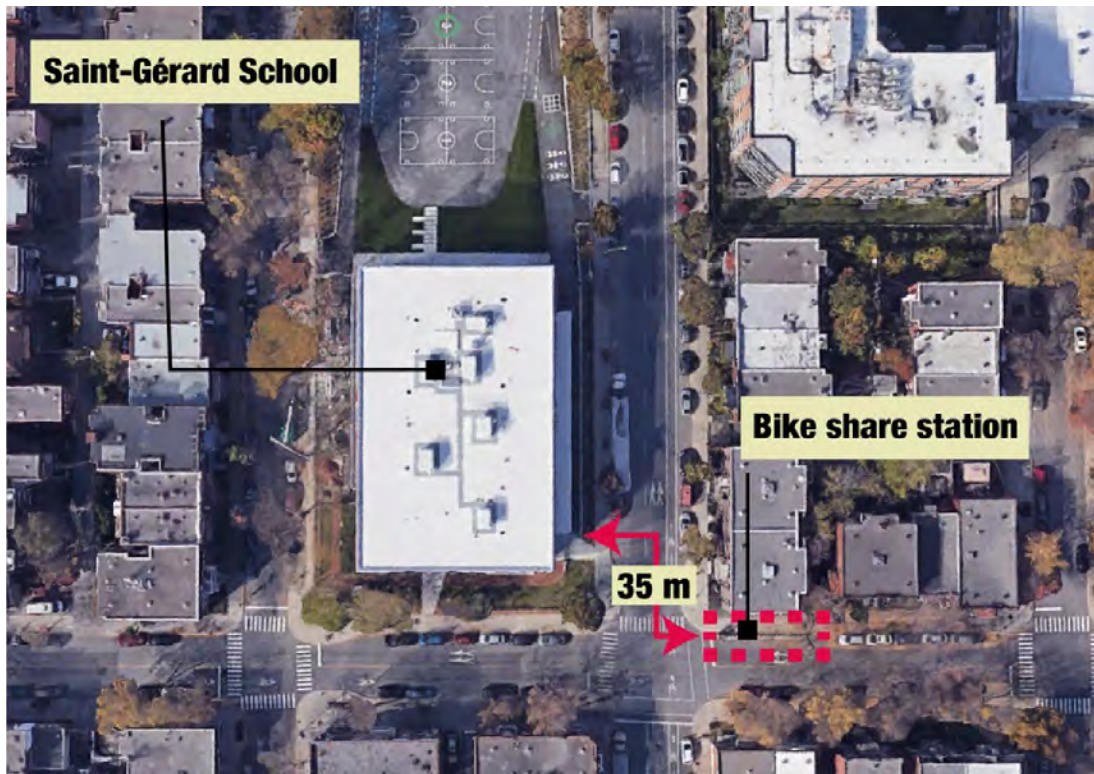
Nevertheless, bike share stations can be useful for parents and school staff and provide good opportunities to promote intermodality. In urban areas of Montréal (central districts) for example, bike share stations are often implemented near schools. They are almost always located within the public right-of-way. This allow parents to drop their kids at school and grab a bicycle to go to work or to the closest subway station.

In order to promote active transportation, BIXI (Montréal's bike share) offers a corporate discount of 15% on annual passes that is available to the 16,350 employees of the Commission scolaire de Montréal (CSDM), the biggest school board in Montréal. BIXI is also working with the CSDM to investigate the possibilities of implementing BIXI stations on school sites.

However, bike sharing programs like BIXI are not suited for elementary-aged school children or young high school students. For example, many North American cities restrict the use of bikes to a minimum age due to the height and weight of the bike. In Montréal, BIXI is limited to those 14 years old of age or older.



### Montréal Case Study: Bike Share Integration



#### Lessons Learned:

- ▶ In urban areas, **bike share stations are generally located within the public right-of-way**, not on school sites, where they would reduce the space for other uses, such as bike racks for employees and students. This is especially important at elementary schools since children are not allowed to use the bike sharing system.
- ▶ **Bike share stations on school sites** could facilitate maintenance and enable year-long system operation, but would take space that could serve other uses.
- ▶ If a bike share station is located within the public right-of-way along a school frontage, it should be **located away from the school pick-up/drop-off zone** in order to minimize conflicts between cars and cyclists.

## 3.4 Transit Access

### Background & Supportive Policies

Providing high-quality transit access to school sites is critical to empower students and staff to consider public transit as a viable mode of travel to school. This direction is enforced through numerous policy & planning documents, as summarized in Exhibit 3-16.

#### Exhibit 3-16: Transit Access – Supportive Policies & Recommendations

##### Supportive Policies

The Urban and Rural Hamilton **Official Plans** state that community facilities (including schools) shall:

- Be easily accessible by public transit where provided; and
- Have transit stops or stations integrated into or adjacent to the site.

The **Transportation Master Plan** includes several overarching goals that encourage transit access, including to:

- Improve options for transit; and
- Promote accessibility.

The **Pedestrian Mobility Plan** emphasizes design solutions that make public transit an effective alternative mode of travel.

The City of Hamilton **TDM Guidelines** emphasize the importance of measures on school sites to:

- Prioritize connections and access to transit; and
- Encourage transit as a desirable mode choice.

In the **Active & Sustainable School Travel Charter**, the City and school boards also commit to:

- Work with public transit where applicable to provide timely and reliable service for students and staff; and
- Ensure site design guidelines and current best practices are implemented to maximize opportunities for transit use.

### Transit Integration

#### *Transit Stop Access*

Connections from school entrances to nearby transit stops are important considerations in school site design, as the convenience and safety of these connections can impact the attractiveness of transit as a mode of travel to/from school. Key factors in optimizing these connections include:

- **Proximity:** Minimize the distance between the school and the transit network by locating building entrances as close as possible to nearby transit stops/stations;
- **Convenience:** Provide direct active transportation routes from building entrances to on-site or nearby transit stops;



- **Safety & Accessibility:** Ensure that pathways from the school to transit stops are well-lit and barrier-free; and
- **Flexibility:** Account for planned or possible transit infrastructure improvements in school site design, such as queue jumps lanes or enhanced bus stops at key intersections near the school.

Exhibit 3-17 demonstrates these principles. In the left example, the school site has been designed to minimize the distance between the transit stop and the nearest accessible entrance to 40 m; in the right example, however, the building is aligned away from the transit corridor such that the nearest transit stop is almost 200 m from an accessible entrance. The fence surrounding the school site in the right example also limits students from taking more direct routes from other building entrances and may result in students feeling as though they are “backtracking” to access the transit stop.

**SS-14:** Provide convenient connections from building entrances to transit stops using well-lit, direct, and barrier-free walkways.

### Exhibit 3-17: Direct (left) and Indirect (right) Connection to Transit Stop

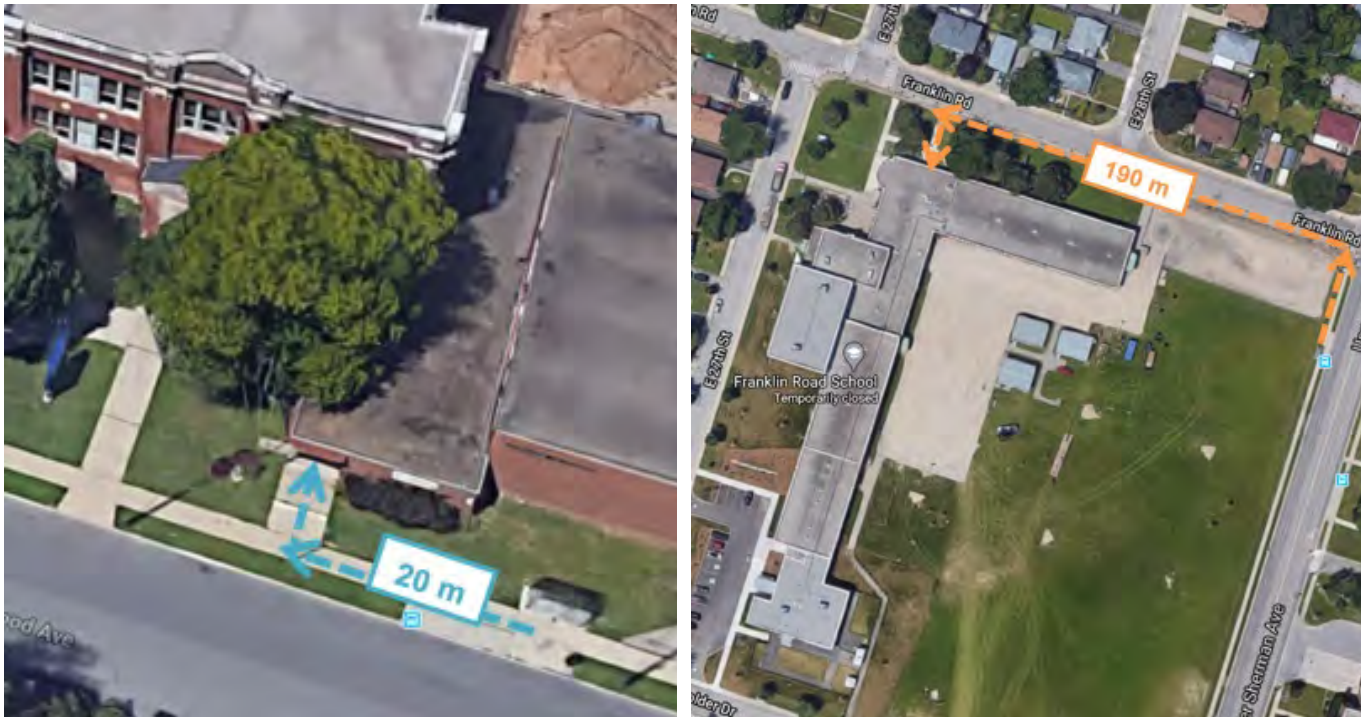


Image: Google Streetview

#### ***Waiting Areas and Amenities***

Provision of comfortable waiting areas and adequate amenities at transit stops is a key component of encouraging transit use to and from school. Amenities that should be provided near transit stops where possible (in collaboration with HSR), as illustrated in Exhibit 3-18, include:

- Bicycle parking;
- Weather protection such as awnings or overhangs;
- Seating; and

- Trash receptacles.

---

**SS-15:** In consultation with HSR, provide comfortable and weather-protected waiting areas at all transit stops serving school sites.

---

### Exhibit 3-18: Examples of Amenities at a Transit Stop



Image: Google Streetview

#### ***Transit Information***

Information about nearby transit routes and schedules should be easily accessible to all staff and students in order to encourage transit use. Displays or kiosks can be incorporated into the design of building entrances to provide schedules or real-time transit information.

---

**SS-16:** Display transit route and schedule information at main entrances to the school.

---

## **3.5 Automobile Access**

### **Background & Supportive Policies**

There are noted benefits to discouraging and limiting vehicular access to school sites, including parking, school bus and parent pick-up and drop-off areas. Vehicular pick-up and drop-offs compromise the safety of the students by creating conflict points between pedestrians and vehicles in even the best of designs. This, in turn, creates a deterrent for students, parents and

staff to use sustainable modes of travel. On-site vehicular pick-ups and drop-offs also create the potential for concentrations of air pollution, especially for the most vulnerable students; and in general, contribute to poor air quality, high levels of particulate matter and increased greenhouse gas emissions.

For that reason, much of the following discussion focuses on strategies to avoid these activities on the school site itself or to mitigate these effects where other options are not feasible. This approach is enforced through numerous policy & planning documents, as summarized in Exhibit 3-19.

### Exhibit 3-19: Automobile Access – Supportive Policies & Recommendations

#### Supportive Policies

The Urban and Rural Hamilton **Official Plans** encourage:

- Pedestrian access to be prioritized over vehicles, with special consideration given to potential conflicts and pedestrian safety; and
- Designs such as shared parking and below-grade parking that reduce the space required by parking lots at the surface level.

One of the overarching goals of the **Transportation Master Plan** is to reduce reliance on single-occupancy vehicles.

The City of Hamilton **TDM Guidelines** emphasize the importance of measures on school sites to

- Reduce oversupply of parking and private vehicle trips; and
- Provide incentives for students, staff, and visitors who carpool.

In the **Active & Sustainable School Travel Charter**, the City and school boards also commit to

- Reducing speed limits near school sites; and
- Installing traffic calming devices where needed near schools.

### School Bus Access

#### *Design*

Bus loading areas should be designed on street through the use of lay-bys, where possible, allowing the school to directly front onto the sidewalk rather than a loop driveway or similar vehicular facility. This approach reduces conflict areas, better integrates the school into the community and the pedestrian realm, allows fire routes to be on-street and prioritizes active school travel. For most urban and suburban school sites within Hamilton, this approach can be used to keep school bus loading out of the school site itself.

Where bus lay-bys are provided, they should be located downstream of the building entrance, providing drivers passing the school entrance an unobstructed view of pedestrians and cyclists who may be crossing to and from the school site at any school crosswalks or traffic control devices. Exhibit 3-20 shows an example of an on-street lay-by being used for school bus drop-off, while an overhead illustration is shown in Exhibit 3-21.

In cases where there is already on-street cycling infrastructure, the preferred approach is to provide a bus loading platform in the bike lane to remove potential conflicts between transit vehicles and cyclists. Where that is not feasible, the bike lane should pull away from the curb to provide space for bus loading as shown in Exhibit 3-20.

---

**SS-17:** Within urban and suburban areas, the use of on-street lay-bys for school bus operations is preferred. Lay-bys should be located downstream of the building entrance wherever possible.

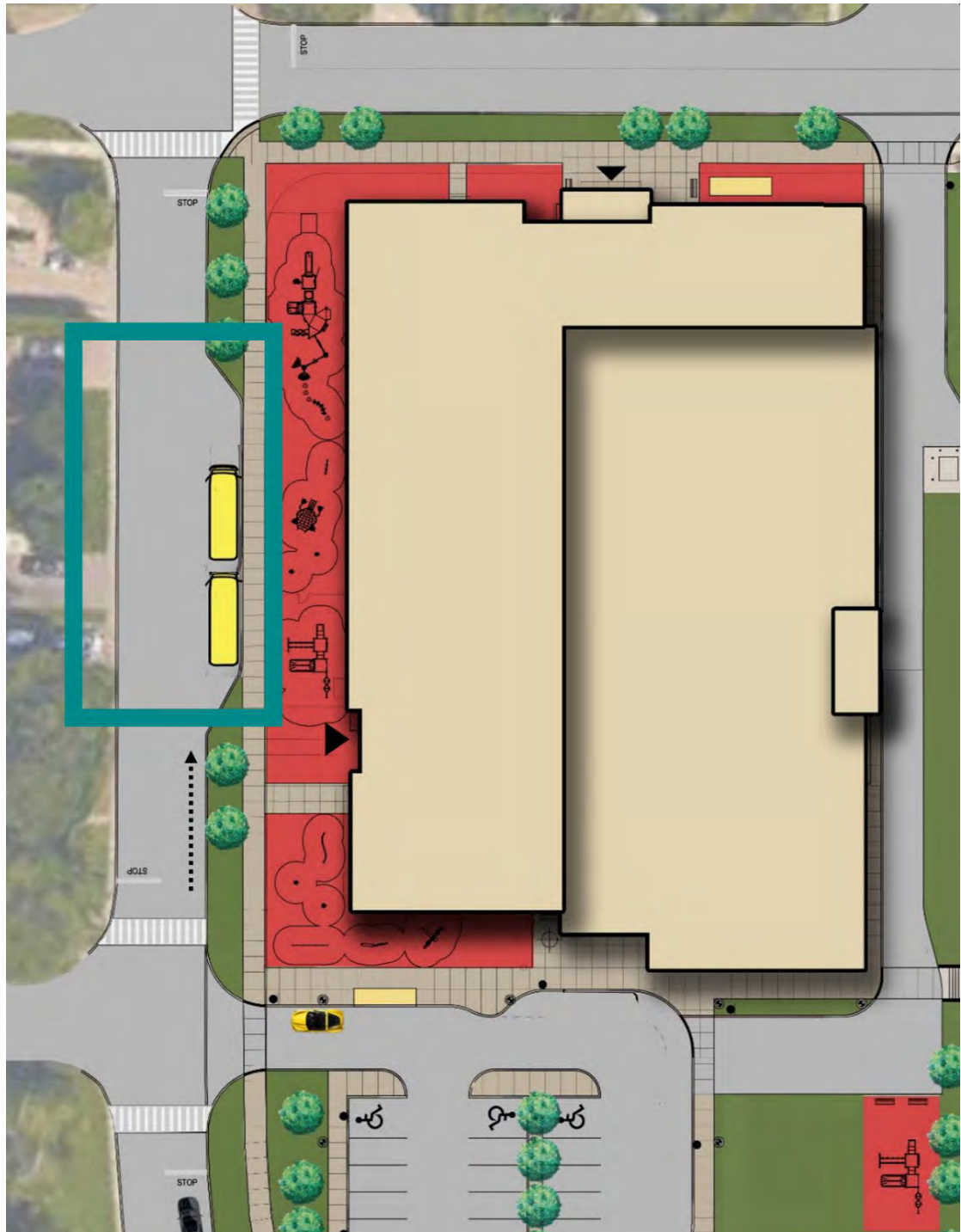
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**Exhibit 3-20: On-street Bus Lay-by Example Downstream of Entrance**



Image: Google Streetview

Exhibit 3-21: School Bus Lay-by located Downstream of School Crossing and Entrance



Where on-street lay-bys for school buses are not possible, an exclusive school bus loop can be considered as a less desirable option.

If a school bus loop is to be included on the school site, the configuration is recommended to include:

- Single-file, right wheel to the curb with width narrowed as much as practicable to reduce operating speeds and pavement width;
- One-way operation in a counter-clockwise direction to ensure that the loading/unloading of students occurs from the right-hand side of the vehicle, adjacent to the building;
- Does not require backward movement by buses;
- Does not require children to walk between buses; and
- Does not straddle a pedestrian crossing.

Bus loops shared with parent pick-up / drop-off are not recommended as they can create double-threat crossing scenarios and impact bussing operations.

---

**SS-18:** Where accommodated on rural school sites, exclusive school bus loops should operate single-file, one-way, in a counter-clockwise direction to provide improved operations and safety with width minimized to reduce footprint and impermeable surfaces.

---

#### ***Size and Capacity of Loading Areas***

For school bus lay-bys or loops, the bus loading area should be sized to meet the anticipated number of school buses and no more. The number of buses required depends on several factors:

- Type of school and land-use context: students attending rural schools may be more likely to be bused due to longer distances to schools and less walking and cycling accommodations, whereas a smaller percentage of students are likely to be bused in urban and suburban contexts.
- Eligibility criteria: school boards with stricter catchment areas for school bus eligibility typically require fewer buses. The bussing catchment area in Hamilton is 1.2-1.6 km and 3.2 km for elementary and secondary schools, respectively.
- School bus routing and scheduling: Bus routes that have been optimized to pick up more students per bus result in fewer buses needed overall; similarly, staggering bus arrival times can reduce the number of buses simultaneously dwelling in one area.

---

**SS-19:** Design school bus lay-bys and loops to accommodate the anticipated number of buses and no more to minimize their size.

---

### **Student Drop-off & Pick-up**

#### ***Drop-off/Pick-Up Facilities***

As these guidelines emphasize encouraging active and sustainable transportation, parent pick-up and drop-off via private vehicle on an on-going basis should be avoided when possible. However, recognizing that the transition to active and sustainable transportation will occur over time, various strategies for accommodating these pick-ups and drop-offs while mitigating their negative impact on the safety of the school site are presented in this section.

It is important that these vehicular pick-ups/drop-offs occur at designated locations so that they do not interfere with school buses or endanger students or staff walking or cycling to school. The

appropriate type, size, and location of facilities will vary by context. The approach to accommodating parent drop-off and pick-up facilities for schools can vary and may include:

- Off-site pick-up and drop-off zones on adjacent or nearby streets, with vehicle exclusion zones around the school (preferred); or
- On-street laybys (alternative – less preferred).

#### ***Vehicle Exclusion Zones / School Streets***

Building on a common approach from across Europe, vehicle exclusion zones can be used around the school site to create a safer and friendlier environment for cyclists and pedestrians. In these cases, pick-up/drop-off zones are located off-site, typically on the closest perpendicular street. In some cases, cars are prohibited from parking or stopping along the roads fronting the school during school hours. In others, those streets are partially or completely closed. When selecting appropriate alternate off-site locations for pick-ups and drop-offs to occur it is important to consider:

- **Parking & Stopping By-Laws:** Sites selection should permit stopping and/or parking to ensure that pick-ups and drop-offs can occur within existing by-laws; and
- **Proximity & Access to School Sties:** Off-site pick-up and drop-offs should occur at a location providing a continuous, accessible and connecting pedestrian facility to ensure safe access to the school site. Wherever possible, locations that reduce the need for students to cross the street should be selected to reduce conflicts with vehicles and the need for midblock crossings.

Locations such as near-by on-street parking lay-bys or near parks with trails leading to the school site may be good candidates.


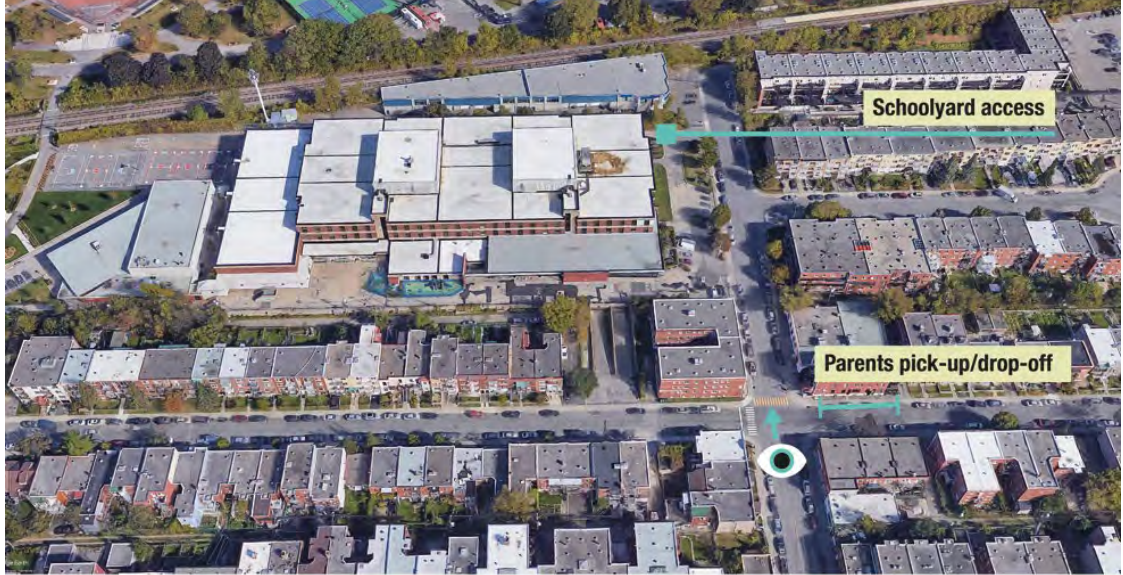
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**SS-20:** Consider implementing a vehicle exclusion zone around the school with off-site pick-ups and drop-offs to reduce conflicts between drivers, cyclists, and pedestrians.

---

Refer to the following case study (Exhibit 3-22) for detailed examples of how off-site pick-up and drop-off zones can be used in conjunction with vehicle exclusion zones to improve safety near a school. Additional information related to the development of a program of temporary vehicle exclusion zones and a complementary walk-a-block program is included in Section 5.2.

**Exhibit 3-22: Case Study – Vehicle Exclusion Zones**

<p><b>Montréal Case Study: Vehicle Exclusion Zones and Street Closures</b></p>	
<p><b>Overview:</b></p>	<p>Many boroughs of Montréal, rather than simply installing no parking or no stopping zones within the vicinity of school sites, completely or partially close a street segment immediately adjacent to the school. The following examples show a variety of full or partial street closures.</p>
<p><b>Context 1: Through Traffic Restriction</b></p>	<p>For Barthélemy-Vimont Elementary School, the Borough of Villeray-Saint-Michel-Parc-Extension partially closed a street segment with the installation of no entry restrictions prohibiting vehicles (school buses excepted) from using the street segments immediately adjacent to the school. The pick-up and drop-off zone is located on the closest perpendicular street.</p> 
	
<p><b>Context 2: Physical Street Closure</b></p>	<p>Other boroughs of Montréal physically close the street segment immediately adjacent to the school with the installation of a barrier or delineators.</p> <p>One example is St. Gabriel Elementary School in the Borough Le Sud-Ouest. The Borough closed the street segment dividing two parts of the schoolyard. A barrier closes the one-way street segment during arrival and dismissal hours. No pickup/ drop-off zone around the school has been planned.</p>

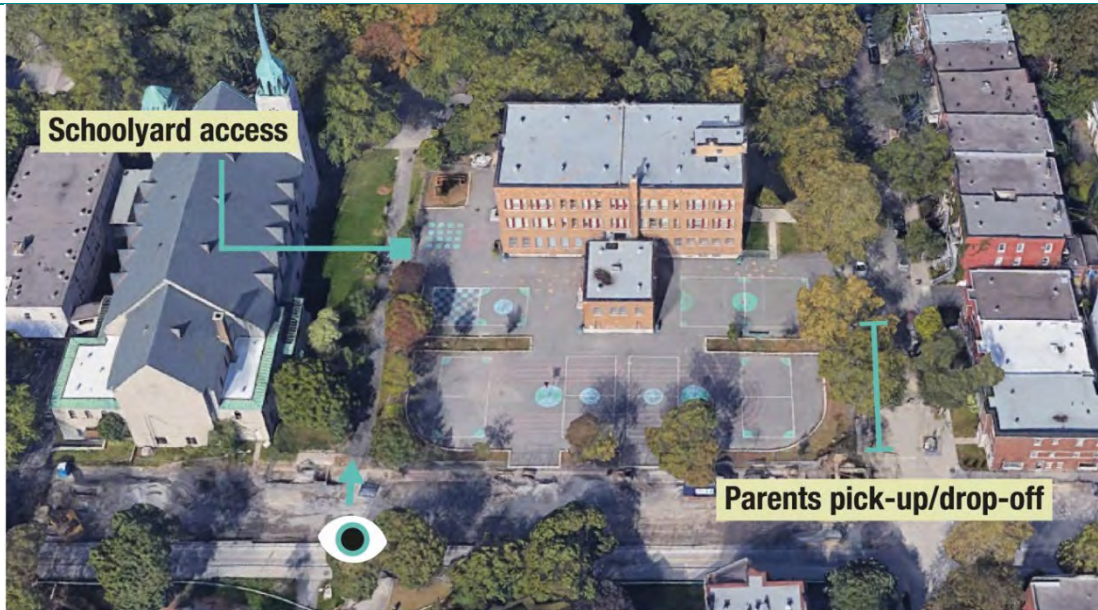


**Montréal Case Study: Vehicle Exclusion Zones and Street Closures**



**Context 3:  
 Complete  
 Street  
 Conversion**

The borough Le Plateau Mont-Royal physically closed a street segment. The street historically linked a park to a major street of the borough. In order to secure both the park and the school access, the City officials converted the street into a pedestrian only path. Moreover, this measure was implemented to encourage active transportation.



**Montréal Case Study: Vehicle Exclusion Zones and Street Closures**

**Context 4:  
 Traffic  
 Diverters**

In Montréal, Le Plateau Mont-Royal borough implemented diverters on Gilford Street in order to make local streets safer for pedestrian and cyclists by limiting access to street segments around schools.

Paul-Bruchési Elementary School is located on Saint-Joseph Boulevard, a major artery of Montréal. With the help of McGill University, the Borough converted street segments to one ways and implemented two diverters on Gilford Street at the intersections of Chambord Street and Lanaudière Street that force vehicles to turn at the intersections but are designed to selectively allow pedestrians and cyclists to continue straight through. The reduced traffic volumes around the school have helped to create a safer environment.



**Montréal Case Study: Vehicle Exclusion Zones and Street Closures**

**Lessons Learned:**

- ▶ A street segment physically closed by a barrier is considered to be the best alternative
- ▶ Even if a street segment is partially closed by a sign as in the case of Barthélemy-Vimont Elementary School, some parents or other vehicles may still try to get through
- ▶ Complete street closure is possible where there are no property accesses on that segment of the street.
- ▶ Closing a street segment is mainly relevant where there is a schoolyard or other important school access.

**Lay-bys**

For urban school sites within Hamilton where vehicle exclusion zones are not feasible, on-street lay-bys are preferred to facilities directly on the school site in order to minimize the number of driveways on-site and to minimize conflicts with pedestrians.

Where on-street lay-bys are provided, they should be located downstream of the building entrance and outside of transit stop limits, providing drivers passing the school entrance an unobstructed view of pedestrians and cyclists who may be crossing to and from the school site.

**SS-21: Where vehicle exclusion zones are not feasible, the use of on-street lay-bys should be considered. Lay-bys should be located downstream of the building entrance.**

There are some additional situations where an off-street lay-by could be considered for short-term pick-up and drop-off activities due to the proposed additional uses on a school site. For instance, in schools with a childcare facility (e.g. school-aged and non-school aged), guardians are typically required to walk children in and out during pick-up and drop-off times.

While people arriving at the site can travel by any mode, off-street lay-bys may be considered on a school site when:

- The catchment area of the additional use is large and not conducive to non-automobile modes of travel to/from the site;
- The nearby on-street parking supply is non-existent or limited, and relying on it could have an undue impact on the surrounding community (e.g. potential for illegal stopping on the street); and,
- The typical peak drop-off and/or pick-up times overlap with peak school parking demand (e.g. when parking designated for staff is expected to be at or near full utilization).

If a lay-by may be deemed appropriate based on the above considerations, the following should be contemplated in its design and operation:

- Curb-adjacent location with passenger door connecting to a pedestrian walkway, near the closest entrance of the area it is serving, with no need to cross vehicle travel lanes;
- Communication to users letting each know the purpose of the facility and who it is intended for;
- On-site signage to communicate expectations of the area (e.g. short-term use/15 minute parking, daycare drop-off/pick-up, please don't idle); and,

- Monitors at the parking lot entrance or in the lay-by area to help prevent misuse, especially when the two onsite uses have similar start times, such as in the mornings for childcare facilities, which will result in increased parking demand. This should be prioritized at the start of the school year to build good habits

On-site loop driveways shared with buses or dedicated for student pick-up/drop-off activities are generally not recommended.

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**SS-22:** Off-street lay-bys should be avoided, and only considered if there are unique functions on the school site. If an off-street lay-by is provided, it should be adjacent to curbs near the entrance and actively monitored to avoid misuse.

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## Retrofit Considerations

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Many older schools are built with school bus loops or student pick-up/drop-off loops that can present challenges when trying to implement active transportation and TDM-focused site improvements. Some school sites have taken steps to convert these vehicular loops for alternative uses. Refer to Exhibit 3-23 for a case study illustrating loop conversion.

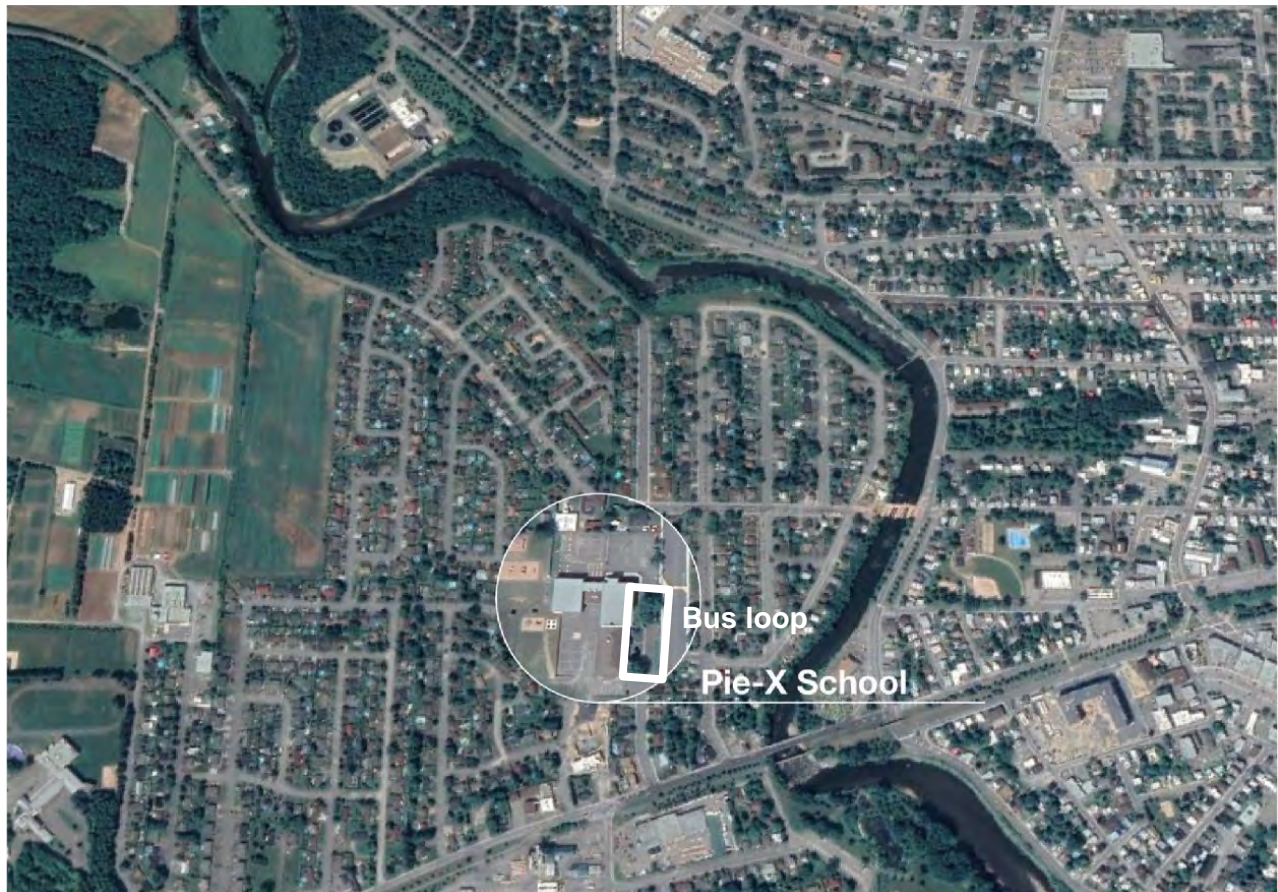
### Exhibit 3-23: Case Study – Loop Conversion

#### Québec Case Study: Loop Conversion

**Context:**

Pie-X school is located in the City of Victoriaville in Centre du Québec Region. With a population of 47,000, Victoriaville has a small urban core with shops, restaurants, etc., large suburban areas with low-density development and rural outskirts. Pie-X School is located in a suburban environment approximately 2 km from the town's core.

The school has a loop that was originally designed for school bus pick-up and drop-off, but was also used informally by parents as a student pick-up and drop-off zone. Most pedestrians and cyclists were crossing through the loop in order to reach the only schoolyard access. This situation created conflicts among users and exposed pedestrians and cyclists to risks. The street fronting the school was also very wide, which favored high speeds and U-turns in front of the school. A mid-block crosswalk facing the loop entrance increased conflicts between cars and pedestrians and cyclists.



### Québec Case Study: Loop Conversion

#### Implementation:

In 2015, Réseaux plein air Drummond recommended closing the loop of Pie-X and converting it into bike parking, which was agreed by the Bois-Franc School Board and the Town of Victoriaville. The bus pick-up/drop-off zone was relocated to the street adjacent to the schoolyard and the park, and the Town created an access facing the bus pick-up/drop-off zone for students to reach the schoolyard. The student pick-up/drop-off zone remained on the street as the loop was closed by large concrete bollards on both sides.

Curb extensions were also added so cars could no longer make U-turns on the street and to increase the visibility of pedestrians preparing to cross, as well as to reduce the pedestrian crossing distance. The crosswalk facing the loop entrance was removed and two crosswalks added between the curb extensions.



### Québec Case Study: Loop Conversion



#### Lessons Learned:

▶ When closing a loop, physical elements are to be implemented in order to ensure that only pedestrians and cyclists will have access; thus, reducing the conflicts with cars.

▶ Although the Pie-X loop was converted into bike parking, other alternatives are possible. For example, an extension of the schoolyard to provide green space, picnic tables, benches or facilities such as a school garden (urban agriculture) or bike share station (see image below).



## Parking Layout & Accommodation

### *Parking Layout*

The Official Plan states that, for community facilities such as schools, parking should be provided to the side or rear of the main building and be screened and landscaped, allowing the

main entrance to front directly onto public streets. Parking is usually provided on a side of the school building that does not front on a street.

Other considerations for the location and layout of surface parking lots include:

- Avoid layouts that require students or staff to cross vehicle paths including reducing the number of access points into parking lots;
- Align accesses into parking lots with intersecting streets to avoid creating offset intersections;
- Orient entrances to parking lots directly across from existing or proposed driveways or public streets on the opposite side to create conventional intersections rather than skewed or offset intersections, where applicable;
- Carefully consider the location of access routes for pedestrians through parking lots and provide landscaped islands or other features to define these routes;
- Consider the use of permeable paving and other strategies to reduce stormwater runoff that may make active transportation modes less safe or comfortable;
- Consider the location of snow storage and removal ensuring it does not block pedestrian routes; and
- Separate parking areas from play areas and walkways with fencing, buffer strips, or landscaping. These buffer strips will vary in width but should generally be at least 3 m wide depending on site-specific factors such as grades and adjacent uses.

Exhibit 3-24 shows a school with the parking lot located behind the building mass on a side that does not front on a street, allowing the building to be located as close as possible to the street.

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**SS-22:** Where possible, locate parking along a side of the school that does not front on a street.

---

**Exhibit 3-24: Parking Located to Maximize Street Access to the School**



Image: Google Streetview



### **Parking Supply**

In general, no more than the minimum number of required spaces for staff, visitors, and students should be provided. In some cases, this minimum number may be further reduced based on several factors, including the proximity and service levels of nearby transit, or shared uses.

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**SS-23:** Provide no more than minimum number of required spaces per the Municipal By-Law and investigate opportunities for further reductions in collaboration with the City.

---

Shared parking spaces with nearby developments, or with on-street spaces on adjacent roads, can further reduce the parking lot size required at a school site. The City's Zoning By-Laws allow for shared parking arrangements in some cases, but special consideration is needed to ensure that the adjacent facilities' peak hours complement those of a school (i.e., evenings and weekends).

On-street parking can have a further positive impact for pedestrians, creating a buffer between them and moving vehicles and acting as a traffic calming feature by narrowing the perceived width of the road.

Exhibit 3-25 shows an example of a school sharing a surface parking lot with several other community facilities, including a Mission Services building and a recreation centre. This shared lot reduces the space needed for each amenity, increasing street access and green space near the school overall.

---

**SS-24:** Where possible and permitted by zoning regulations, share parking including on-street parking supply with nearby public facilities to minimize the total supply of surface parking near the school site.

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### **Exhibit 3-25: Shared Parking Lot with Nearby Facilities**



Image: Google Streetview

In some contexts, particularly where space is limited in highly urbanized parts of Hamilton, paid parking for staff and high school students can be implemented to limit parking demand and encourage alternative modes of travel.

In order to incentivize carpooling and carsharing and reduce parking demand, preferential carpool parking spaces and on-site carshare vehicle(s) for staff and high school students can also be provided.

---

**SS-25:** Provide preferential carpool parking spaces and on-site carshare vehicle(s) for staff and high-school sites.

---

### ***Accessible Parking***

Although many of the recommendations in this section emphasize reducing parking, some parking is required near building entrances in accordance with AODA requirements and City by-laws. Best practices suggest parking spaces for those with mobility impairments be located within 30 m of accessible entry-ways (which can be provided at the main or alternative entry points).

Exhibit 3-26 shows an example of a parking layout that accommodates an accessible parking space less than 12 m from an accessible entrance, improving school access for those with mobility impairments.

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**SS-26:** Provide the number of accessible parking spaces as per City of Hamilton by-laws and locate within 30 m of an accessible entryway to the school.

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### **Exhibit 3-26: Accessible Parking Space Adjacent to Entrance**

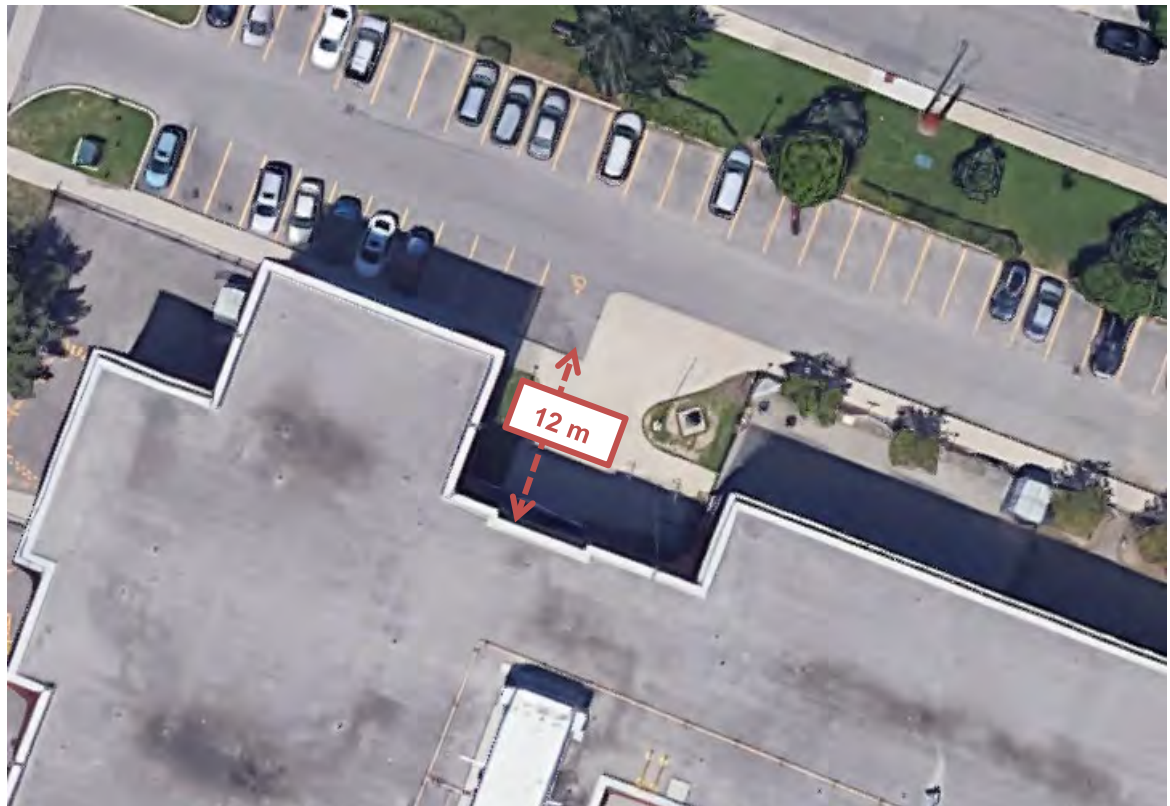


Image: Google Streetview

# 4.0 Supportive Neighbourhoods: Access around Schools

## 4.1 Introduction

In addition to the school site, the surrounding streets and neighbourhoods will play an important role in enabling active and sustainable travel by staff and students to school. For this reason, cyclists, pedestrians and transit users must be carefully considered when designing and planning the built environment, particularly around school sites.

This chapter focuses on creating a neighbourhood environment supportive of sustainable travel, with a focus on walking, cycling and taking transit. This chapter covers

- Connecting the school site to a robust and attractive active transportation network, including sidewalks, crossings, cycling facilities, and trails;
- Designing streets near the school site to improve safety and convenience for all road users, including traffic calming measures; and
- Planning the public transit network and integrating transit infrastructure near the school site to support transit trips from the school site and to other community destinations.

The City of Hamilton is currently in the process of creating a Complete-Liveable-Better Streets Design Manual (CLBSDM), an approach to street design that balances the needs of all uses and users. The guidelines for supportive neighbourhoods in this section will complement the future CLBSDM with recommendations tailored specifically for the areas around schools.



## 4.2 Potential Applications

The guidance within this section of the document applies to the streets and facilities surrounding the school site. These improvements fall outside of the school site itself, and are under the jurisdiction of the City of Hamilton (for public streets). There are several routes envisioned to incorporate this guidance for either new or existing schools.

### New Schools

For new schools identified through a secondary planning process, these principles can be incorporated into the planning and design of the adjacent City street network.

### Existing Schools

For existing schools, there are two primary ways for these principles to be incorporated:

- 1) **Routine Accommodation:** Through planned capital road or infrastructure projects, which include varying scope related to public streets, these principles can be incorporated as part of the routine project delivery; or
- 2) **School Travel Planning Process:** In collaboration with the City of Hamilton, school boards, parents and other stakeholders involved in the school travel planning process, these guidelines can be incorporated through retrofit opportunities.

Depending on the school of the project (i.e., capital project vs. retrofit), different interventions can be efficiently bundled with the corresponding project. More detail on routine accommodation is provided in Section 4.5.

## 4.3 Active Transportation Network

### Background & Supportive Policies

Creating a safe, attractive, and direct network of active transportation routes between school sites, and nearby residential neighbourhoods is critical in empowering students, parents and caregivers, and staff to walk and cycle to school.

This direction is enforced through numerous policy & planning documents, as summarized in Exhibit 4-1.

## Exhibit 4-1: Active Transportation Network Connectivity – Supportive Policies & Recommendations

### Supportive Policies

The Urban and Rural Hamilton **Official Plans** state that community facilities (including schools) shall be easily accessible by cycling and walking.

The OP also emphasizes the importance of complete communities facilitating the use of active transportation modes by residents.

One of the action items of the **Transportation Master Plan** is to evaluate options for providing sidewalks or multi-use trails in rural areas where the road leads to a school.

The **Pedestrian Mobility Plan** emphasizes several concepts related to active transportation networks in neighbourhoods near schools:

- One of the overarching PMP goals is to increase pedestrian movement by focusing on access to community institutions such as schools;
- One of the specific PMP objectives is to enhance coordination of multimodal trips with pedestrian movement to support pedestrian, cycling, and transit facilities;
- The PMP states that to the extent possible, arterial intersections within 400 metres of pedestrian destinations (such as schools) should be the focus of pedestrian improvements; and
- The PMP prioritizes filling sidewalk gaps near schools.

In the **Active and Sustainable School Transportation Charter**, the City and school boards commit to implementing street design that prioritizes the comfort, safety, and convenience of all users.

### Where does this guidance apply?

The recommendations within this section of the guidelines refer to the area around the school site. Applying these recommendations requires some context sensitivity. Generally speaking, recommendations related to the active transportation network around the school site should consider the eligibility criteria for distance-based school busing, generally:

- 1.2-1.6 km for elementary schools; and
- 3.2 km for secondary schools.

Trips under these distances are well within typical walking and cycling trip distances and could reasonably provide opportunities for walking and cycling. These eligibility distances are not determined as the 'crow flies', but rather through considering and applying a path-based approach to these distances, which should be reviewed when evaluating whether a particular recommendation should apply in the area around the school site.

The context around the school site will also govern the application of these recommendations. For example, recommendations for higher lighting levels should be considered for roadways within this area that may reasonably be anticipated to be used for walking/cycling to/from the school site. The presence of any of these features may reduce the effectiveness of applying the recommendations along a particular corridor:

- Cul-de sacs or built form that may limit the use of a particular corridor for school travel;
- The presence of major barriers or hazards that will restrict movement (i.e. highways, major topographical features etc.); and
- The presence of parallel routes of higher-quality that provide a viable alternative.

## Pedestrian Facilities

### *Sidewalks*

Gaps in sidewalks along one or both sides of the street along a student's route to and from school increases their exposure to vehicular traffic. The Pedestrian Mobility Plan recommends installing sidewalks on both sides of the street in new subdivisions, as well as prioritizing areas near schools when filling existing sidewalk gaps.

---

**SN-1:** Sidewalks should be provided on both sides of the street along the streets surrounding the school site. Addressing sidewalk gaps within the vicinity of the school should be prioritized.

---

In residential environments, consider connecting cul-de-sacs near the school site to another street using pedestrian sidewalks, pathways, or greenways to make a more direct connection and reduce out-of-the way travel to/from the school. Exhibit 4-2 illustrates an example of a cul-de-sac near a school that is connected by a pedestrian path to the nearest street and crosswalk more directly serving the school.

### **Exhibit 4-2: Pedestrian Path from Cul-de-sac to Street Serving the School**



Image: Google Streetview

In order to be considered part of the transportation network these pathway connections must be maintained year-round and have sufficient lighting pathway. Access & maintenance agreements can be an important strategy to expand the walking catchment area to a school site.

Sidewalks and pathways should be sufficiently wide to accommodate pedestrians of all ages and abilities needing to access the school site. The Accessibility for Ontarians with Disabilities Act (AODA) requires that walkways have a minimum clear width of 1.5 m, which can accommodate two people walking side-by-side. However, most contemporary guidelines (including the Pedestrian Mobility Plan) recommend a minimum width of 1.8 m clear in order to accommodate the safe passage of wheelchairs, walkers, and adults carrying children.

In addition, the City of Hamilton employs an Urban Braille system on many of its streets in the downtown core, which includes a 1.5 clear zone plus two shorelines of 0.23 m for a total width of 1.96 m, among other features.

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**SN-2:** Sidewalks near school sites should have a desired clear width of 1.8 m, with widths of 2.0 m+ preferred. In urban and downtown settings, the City's Urban Braille system should be applied to sidewalks.

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## **Pedestrian Amenities**

Beyond providing high-quality sidewalk infrastructure for pedestrians, it is also important to consider the amenities along the sidewalk that make the use of active transportation modes safe, comfortable, and pleasant. The shape, size, and orientation of buildings and the provision of street furniture and vegetation can play a role in attracting potential walkers.

## **Sidewalk Lighting**

In particular, street lighting improves not only pedestrian comfort but visibility and personal security. Although most school travel occurs during daylight hours, school travel in the middle of winter may occur during hours of darkness (particularly for students involved in before- or after-school activities). The Pedestrian Mobility Plan therefore recommends using enhanced lighting along corridors near schools, including several key considerations:

- Lighting should be evenly distributed to avoid alternating bright and shadowed areas;
- Lighting should focus on the sidewalk and shine down rather than out and up; and
- In downtown areas, specialty pedestrian-level lighting may be considered to improve pedestrian safety, security, and comfort.

It is recommended that lighting levels for all streets immediately adjacent to the school site that provide access to the school sites (and all designated school routes) be bumped up to reflect a "high" pedestrian activity level when determining illumination requirements in urban settings. Proposed illumination levels for different roadway classes with a "high" pedestrian activity level are summarized in Exhibit 4-3.

**Exhibit 4-3: Recommended Lighting Levels for Sidewalks/Corridors near School Sites**

STREET CLASSIFICATION	PEDESTRIAN ACTIVITY LEVEL	AVERAGE LUMINANCE L <sub>AVG</sub> (CD/M <sup>2</sup> )	AVERAGE UNIFORMITY RATIO L <sub>AVG</sub> /L <sub>MIN</sub>	MAXIMUM UNIFORMITY RATIO L <sub>AVG</sub> /L <sub>MIN</sub>
Major	<b>High</b>	1.2	3.0	5.0
Collector		0.8	3.0	5.0
Local		0.6	6.0	10.0

Adapted from RP8-18 (Table 11-1).

Streetlighting design should be carefully considered to avoid introducing additional glare on local or residential streets.

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**SN-3:** Provide enhanced lighting along corridors near schools. Consider an assumed “high” pedestrian activity level for school routes and streets around school sites when calculating required illuminance levels.

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**Boulevard Separation**

Increasing the physical separation between the pedestrian area and the roadway is another method of improving both the pedestrian level of comfort, and perceived and actual level of safety by reducing pedestrians’ exposure to noise and air pollution generated by vehicular traffic. The buffer between vehicle travel lanes and sidewalks (i.e. boulevard) can be used for one or several of the following:

- Cycling facilities
- Sod/grassed areas
- Car parking
- Street furniture
- Planters or street trees
- Snow storage

The Pedestrian Mobility Plan suggests separating the curb from the sidewalk by 2-2.5 m to allow for these uses. Shade trees can also be planted or green infrastructure installed to improve pedestrian comfort in the warmer months, with a 3 m buffer zone preferred in those cases. Exhibit 4-4 illustrates an example of a buffer zone between the curb and the sidewalk used for pedestrian-scale lighting and shade trees.



**Exhibit 4-4: Boulevard Separating Sidewalk from the Street**

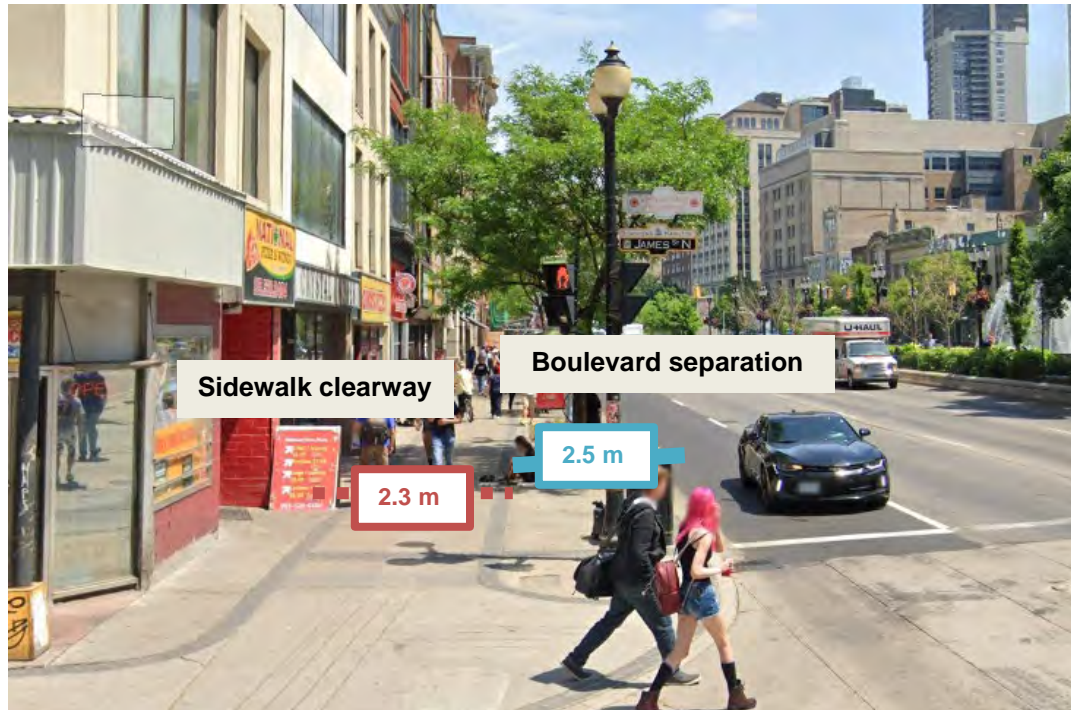


Image: Google Streetview

***Intersections & Crossings***

Intersections and crosswalks create the greatest opportunity for conflicts between vehicles, cyclists and pedestrians, so their design near school sites should be carefully considered to minimize risks for students travelling to and from school.

The Pedestrian Mobility Plan recommends providing protected crossings for pedestrians every 100 m in areas with high pedestrian volumes and every 180 m in areas with relatively low pedestrian volumes. As pedestrians (and in particular, child and youth

pedestrians) are typically reluctant to backtrack, these crossing should provide a direct path of travel.

Formalized (protected) crossing types may include:

- Fully signalized intersection with crosswalks, including enhanced signal phasing treatments to prioritize crossing school children and youth, where appropriate;
- Signalized midblock pedestrian crossing (MPS);
- Signalized intersection pedestrian crossing (IPS);
- Pedestrian crossover (PXO), with preference for PXO types A-C;
- All-way stop with crosswalks; or
- Designated school crossing monitored by school crossing guard.

All crossing applications should be subject to corresponding warrant review. It is noted that when evaluating warrants for locations near school sites, it is important that children under the age of 12 and accompanying parents or caregivers are doubly weighted in identifying the volume of pedestrians. This is in keeping with Ontario Traffic Manual (OTM) Book 15 Pedestrian Crossing Treatments which suggests considering two times the volume of "assisted pedestrians".

As noted in OTM Book 15, the "use of painted crosswalk markings only are not recommended at uncontrolled crossings as they create a false sense of security on the part of pedestrians, particularly children, who may enter the crossing expecting that approaching drivers will see them and stop. The only exception is a school crossing (see Section 3.2.7) since it acts as a controlled crossing when the adult school crossing guard is present." (p. 117).

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**SN-4: Provide formal protected pedestrian crossings at least every 100 m in urban areas and every 180 m in suburban areas near school sites.**

---

Crosswalks must be at least 2.5 m wide and can either be marked with two parallel lines or ladder (high visibility) crosswalks. The Pedestrian Mobility Plan recommends installing high visibility (ladder) crosswalk markings in locations with high use by child pedestrians (typically 15 or more child and/or elderly pedestrians per peak hour) as the contrast created by these markings enhances the visibility of the crosswalk and thereby increases motorists' awareness of potential conflicts. Therefore, ladder crosswalk markings are recommended as the default crosswalk type for any intersections within 1.6 km of elementary schools and 3.2 km of high schools.

---

**SN-5: Install high-visibility ladder crosswalk markings at all school crossings and other crossings in the vicinity of the school.**

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Exhibit 4-5 illustrates an example of ladder crosswalk markings at all intersections in the vicinity of the school.

**Exhibit 4-5: High-Visibility Ladder Crosswalks Surrounding School Site**



Image: Google Streetview

**Intersection and Pedestrian Crossing Lighting**

Enhanced pedestrian lighting at pedestrian crossings near schools is recommended in order to enhance safety for students travelling to/from school during the hours of darkness. The Pedestrian Mobility Plan recommends locating light poles on the approach side of the sidewalk to enhance visibility of pedestrians by oncoming vehicles. Light should be evenly distributed at crosswalks to avoid alternating bright/shadow areas, and reflective material such as yellow paint on the sidewalk can be used to help pedestrians avoid obstacles such as curbs.

From a qualitative perspective, it is recommended that lighting levels for all intersections in the immediate vicinity of the school site (and along all designated school routes) and pedestrian crossings be bumped up to reflect a "high" pedestrian activity level in urban settings when

identifying illumination requirements. Proposed illumination levels for different street classifications with a "high" pedestrian activity level are summarized in Exhibit 4-6.

**Exhibit 4-6: Recommended Lighting Levels for Intersections and Pedestrian Crossings near School Sites**

STREET CLASSIFICATION	PEDESTRIAN ACTIVITY LEVEL	AVERAGE LUMINANCE $L_{AVG}$ (CD/M <sup>2</sup> )	AVERAGE UNIFORMITY RATIO $L_{AVG}/L_{MIN}$	MAXIMUM UNIFORMITY RATIO $L_{AVG}/L_{MIN}$
Major	<b>High</b>	1.2	3.0	5.0
Collector		.8	3.0	5.0
Local		.6	6.0	10.0

Adapted from RP8-18 (Table 11-1)

**SN-6:** Provide lighting at all pedestrian crossings and intersections near schools. Consider an assumed "high" pedestrian activity level for intersections around school sites when calculating required illuminance levels.

**Cycling Facilities**

Children face unique risks because they are smaller and less visible from the driver's perspective than adults. They also often have less ability to detect risks and negotiate conflicts than other users. In order to create facilities which are inviting for children and youth, cycling facilities must be designed to a high standard of comfort and safety.




**All Ages & Abilities Cycling Network**


Current best practice for the design of cycling facilities, particularly around school sites, is to systematically create new cycling facilities and upgrade existing facilities to be appropriate for cyclists of **All Ages and Abilities (AAA)**. While traditional bicycle facility designs tend to favour confident cyclists, these riders make up a small percentage of the bicycling population. AAA facilities therefore try to address the specific needs of various populations, including children, seniors, women, people of colour, low-income riders, people with disabilities, bike share users, etc.

As a result of accommodating a much broader cross-section of users, the AAA approach is more stringent with respect to cycling facility types and contexts in which they are applied. The AAA approach also recognizes that by designing facilities for the most vulnerable population or those with the highest needs, such as children, they are also more attractive to the general population (including residents and staff near the school site).

An AAA cycling network is essentially composed of four types of facilities, as described in Exhibit 4-7.

Exhibit 4-7: Summary of AAA Cycling Facilities near School Sites

AAA FACILITY	EXAMPLE	OVERVIEW & CONSIDERATIONS
<p><b>Bicycle Boulevards / Shared Streets</b></p>		<ul style="list-style-type: none"> <li>▶ Bicycle boulevards and shared streets place bicycle and vehicular traffic together on roadways with low motor vehicle volumes and speeds.</li> <li>▶ A combination of traffic calming, speed reductions, signage and pavement markings are used to prioritize cyclists</li> <li>▶ Most appropriate on roadways with:                         <ul style="list-style-type: none"> <li>○ Vehicular operating speeds 40 km/h or less; and</li> <li>○ Volumes less than 1,500 vehicles/day and less than 50 vehicles/hour/direction in the peak hour.</li> </ul> </li> </ul>
<p><b>Buffered Bicycle Lanes</b></p>		<ul style="list-style-type: none"> <li>▶ On-street bike lanes that are not physically separated from vehicle lanes but include a painted buffer</li> <li>▶ Most appropriate on roadways with:                         <ul style="list-style-type: none"> <li>○ Vehicular operating speeds 40 km/h or less; and</li> <li>○ Depending on the presence of other stressors, volumes less than 6,000 vehicles per day.</li> </ul> </li> </ul>
<p><b>Protected Bicycle Lanes / Cycle Tracks</b></p>		<ul style="list-style-type: none"> <li>▶ Protected bike lanes (including raised cycle tracks) use physical separation to create an exclusive separated cycling space</li> <li>▶ Most appropriate on roadways with:                         <ul style="list-style-type: none"> <li>○ Vehicle operating speeds consistently exceeding 40 km/h;</li> <li>○ Volumes greater than 6,000 vehicles per day;</li> <li>○ Two or more vehicle lanes per direction; and/or</li> <li>○ Curbside conflicts are expected, i.e., on-street parking, transit stops, vehicular standing or stopping, driveways, etc.</li> </ul> </li> </ul>

AAA FACILITY	EXAMPLE	OVERVIEW & CONSIDERATIONS
<p><b>Multi-use Paths &amp; Trails</b></p>		<ul style="list-style-type: none"> <li>▶ Multi-use paths &amp; trails: off-street paths, either shared with pedestrians or exclusive to bicycles if high pedestrian volumes are present</li> <li>▶ See section 4.4 for additional guidance</li> </ul>

Conventional on-road cycling facilities, such as shared roadways, signed routes and conventional, painted bicycle lanes are less desirable around school sites for elementary-school-aged children, even if accompanied by an adult.

**SN-7:** In the vicinity of school sites, create a cycling network appropriate for cyclists of all ages and abilities.

### Retrofit Considerations

In existing communities, an AAA cycling network can be created through retrofits. Speed limit reductions (30 km/h) and extensive traffic calming measures should be implemented to meet the AAA criteria for local streets, and on streets with higher motor vehicle volumes, protected bikeways should be provided with additional considerations at driveways and intersections.

Possible implementation strategies could include:

- Narrow or reduce lanes or parking to create sufficient width on the road for protected bike lanes;
- Implement protected bike lanes in the boulevard if there is sufficient width in the public right-of-way; or
- Widen the sidewalk to a multi-use path if there is sufficient width in the public right-of-way.

Exhibit 4-8 illustrates an example of the implementation of retrofit AAA cycling facility near a school site. In this case, space on the roadway was converted to a two-way protected bicycle lane on a street that is one-way for motorists directly adjacent to the school site.

**Exhibit 4-8: Retrofit AAA Cycling Facility near School Site**



Image: Google Streetview

***Bike Parking***

Section 3.3 recommends providing ample bike parking directly on the school site for students cycling to school. The provision of post & ring style bike parking ("Hammer Hoops") within the public right-of-way on streets adjacent to the school provides short-term parking for caregivers cycling to school with students. These additional amenities remove cycling traffic from the main entrances and reduce the potential for conflicts.

Exhibit 4-9 shows an example of Hammer Hoops being provided at the entrance to a public park directly across the roadway from a school site.

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**SN-8:** Where feasible, provide post & ring or other short-term bicycle parking near the school site to supplement on-site bike parking.

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#### Exhibit 4-9: Short-term Bike Parking Adjacent to School Site



Image: Google Streetview

#### ***Bike Share Integration***

As the City of Hamilton has an established and prominent bike share system, it is important to consider the role of bike share in encouraging active transportation and investigate opportunities to integrate bike sharing with school travel. As the minimum required age for the use of Hamilton Bike Share is 16 years, secondary schools should be prioritized when selecting locations for bike share stations in new neighbourhoods, while considering parents/caregivers and staff at elementary schools as potential users as well. Parents/caregivers may use bike share after they walk students to school, to continue to work or other destinations.

---

**SN-9:** In new neighbourhoods within Hamilton Bike Share's existing or potential service area, provide at least one bike share station in close proximity to secondary school sites where feasible.

---

As discussed in Section 3.3, it is recommended that bike share stations are provided on the streets surrounding the school rather than on the school site itself. Bike share stations around school sites may be provided by allocating space within the public right-of-way such as in the boulevard or within a curb extension. Potential locations for bike share stations include:

- Within the public right-of-way, either behind the pedestrian clearway or within a curb extension (in front of the pedestrian clearway) – **preferred** (except in highly space-constrained areas);
- Within public plazas or parks adjacent to school sites with an accessible route to the school entry points– **preferred**; or
- Within the public right-of-way, within a converted on-street parking space – **less preferred** due to maintenance challenges.



## Retrofit Considerations

In existing neighbourhoods within the Hamilton Bike Share service area, bike share can be integrated into the transportation network near school sites by converting elements of the public right-of-way into Hamilton Bike Share stations, such as curb extensions or on-street parking spaces. In particular, streets with existing cycling facilities near school sites should be prioritized when locating bike share stations to maximize safety and convenience for bike share users.

Exhibit 4-10 shows a road that has been retrofitted to include a bike share station along a curb extension, outside of the pedestrian clearway.

**Exhibit 4-10: Curb Extension Retrofitted with Bike Share Station**



## Paths & Multi-use Trails

Off-street paths can reduce the cycling or walking distance to schools by improving connectivity in a neighbourhood. Off-street facilities such as multi-use trails are generally considered safe and appropriate for all users, including school-age children, provided that they are well designed.

Pertinent design requirements noted in the preceding sections for lighting, intersections and crossings should also be considered for off-road multi-use paths and trails connecting to school sites. Preferred design parameters for multi-use paths and trails are summarized in Exhibit 4-11.

**Exhibit 4-11: Design Guidance for Paths & Trails around Schools**

PARAMETER	DESIGN GUIDANCE
<b>Width</b>	3.0 m minimum 4.0 m+ preferred
<b>Horizontal Clearance</b>	0.2 m minimum to objects less than 750 mm high 0.5 m minimum to objects greater than 750 mm high
<b>Street Buffer</b>	0.6 m minimum 1.0 m+ preferred

Paths and trails can be used year-round for commuting to schools and other nearby destinations. In order to ensure year-round maintainability, paths and trails should be paved and illuminated. Unpaved paths cannot be plowed effectively and are subject to rutting in wet conditions. Asphalt is the most commonly used paving material. It is relatively inexpensive, provides a smooth ride for cyclists and people using mobility assistance devices. Concrete with saw-cut joints may also be used but it less desirable.

---

**SN-10:** Off-street paths or multi-use trails should be provided as needed to improve connectivity to school sites. Trails should be paved and illuminated to improve comfort and allow for year-round maintainability.

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## 4.4 Transit Integration

### Background & Supportive Policies

Staff at elementary and secondary schools are potential transit users, as are secondary and older elementary school students. The availability of public transit in close proximity to a school is essential for encouraging its use and enabling independent mobility in secondary students. A secondary benefit of providing strong transit access to the school site is enabling the use of transit for class trips.

Increasing the use of public transit to school can reduce vehicular traffic volumes on streets surrounding the school, making them safer and more comfortable for walking and cycling. Greater reliance on public transit can also translate to lower demand for on-site parking at the school.

The direction to ensure access to schools by transit is enforced through numerous policy & planning documents, as summarized in Exhibit 4-12.

### Exhibit 4-12: Transit Integration – Supportive Policies & Recommendations

#### Supportive Policies

The Urban and Rural Hamilton **Official Plans** state that community facilities (including schools) shall:

- Be easily accessible by public transit where provided; and
- Have transit stops or stations integrated into or adjacent to the site.

The OP also emphasizes that complete communities should enable residents to easily access public transit.

The **Transportation Master Plan** pledges to maximize the coordination and connectivity of bicycle, pedestrian and transit networks (including public bike share) to improve first and last mile connections to transit.

**Hamilton Rapid Ready**, a 2013 framework for rapid transit preparedness in Hamilton, supports the idea that transit can play a role in improving the overall health of the community by encouraging complementary modes such as cycling and walking.

One of the specific **Pedestrian Mobility Plan** objectives is to enhance coordination of multimodal trips with pedestrian movement to support pedestrian, cycling, and transit facilities.

The **Active and Sustainable School Transportation Charter** includes several principles highlighting the importance of transit integration near school sites, including:

- Ensure complete community design that provides convenient access to learning opportunities by transit; and
- Work with public transit where applicable to provide timely and reliable service for students and staff.

### Where does this guidance apply?

The recommendations within this section of the guidelines refer to the area around the school site, with particular attention to secondary schools that are more likely to have a high transit

ridership among students. Generally speaking, recommendations related to public transit network around the school site should consider only the nearest and most popular transit routes for students relative to the school. Specifically, special attention should be given to:

- Local transit stops within a 400 m walk from the school site
- Rapid transit stops within a 1-kilometre walk from the school site (considering future rapid transit corridors in Hamilton)
- Transit routes with schedules that can accommodate trips to/from school around arrival/dismissal times

The context of the individual transit routes will also govern the application of these recommendations. For example, in these cases, the recommendations in this section need not apply.

## Network Planning

### *Route Alignment*

Many secondary students do not travel directly home after leaving school but instead participate in extra-curricular activities or social activities, many of which may be too far to walk or cycle to. In these cases, there is an opportunity for transit to complement active travel and provide students with options other than driving. To encourage secondary students and staff to take transit, routes travelling near or directly serving the school should connect to popular after-school destinations, including:

- Shopping centres;
- Recreation facilities;
- Libraries and other community amenities; and
- Transit hubs.

---

**SN-11:** Prioritize transit connections to major after-school destinations.

---

### *Service Levels & Scheduling*

School travel is unique in that it peaks very sharply in the afternoon as almost all students depart school at the same time. Any transit routes serving secondary schools must therefore have adequate capacity to meet this demand.

To prevent large numbers of students from having to experience long waits, transit routes near schools should be scheduled in coordination with school dismissal times with additional trips later in the afternoon to accommodate extra-curricular activities.

---

**SN-12:** Coordinate bus schedules with school dismissal times for routes with significant student/staff ridership.

---

## Transit Stops

### *Proximity*

Transit stops should be located as close as possible to a school to minimize walking distance without creating conflicts with other modes of access to the school. Any transit routes running along a street directly adjacent to the school site should include a stop along the school frontage while avoiding school driveways and minimizing delays to the bus route.

---

**SN-13:** For transit routes running adjacent to the school site, provide a stop along the school frontage.

---

***Capacity***

Bus stops near secondary schools should be large enough to accommodate a bus shelter and waiting area (concrete pad) for a significant numbers of students waiting for the bus after school. Where students regularly overflow from the existing pad, they may damage surrounding vegetation and encroach on private properties.

***Placement***

The placement of bus stops along a route can have a significant impact on the convenience and attractiveness of taking transit, as well as on the safety of nearby cyclists and pedestrians.

Some considerations when selecting a suitable location for bus stops include:

- Available curb space;
- Condition of sidewalks;
- Width of sidewalks;
- Accessibility; and
- Presence of bicycle facilities and crosswalks.

The Pedestrian Mobility Plan recommends locating bus stops at intersections where possible because they are more convenient for passengers intercepting other transit connections, accessing crosswalks, and connecting to pedestrian routes and building entrances.

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**SN-14:** Locate transit stops at intersections to maximize convenience for transit users.

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Buses can be a hazard to cyclists and pedestrians. In particular, buses dwelling at stops can interfere with sightlines between pedestrians, cyclists, and other vehicles. Far-side stops are therefore recommended at signalized intersections because pedestrians crossing are more visible to drivers approaching the intersection. Bus stops should also be located away from school driveways and pedestrian crossings used to access the school.

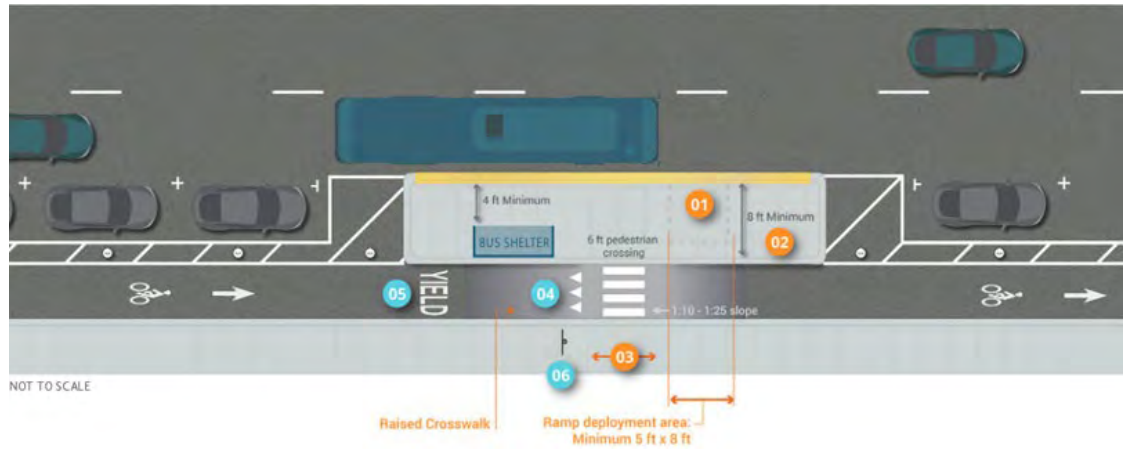
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**SN-15:** Locate bus stops on the far side of intersections where feasible and avoid placing stops near school driveways and busy pedestrian crossings around the school.

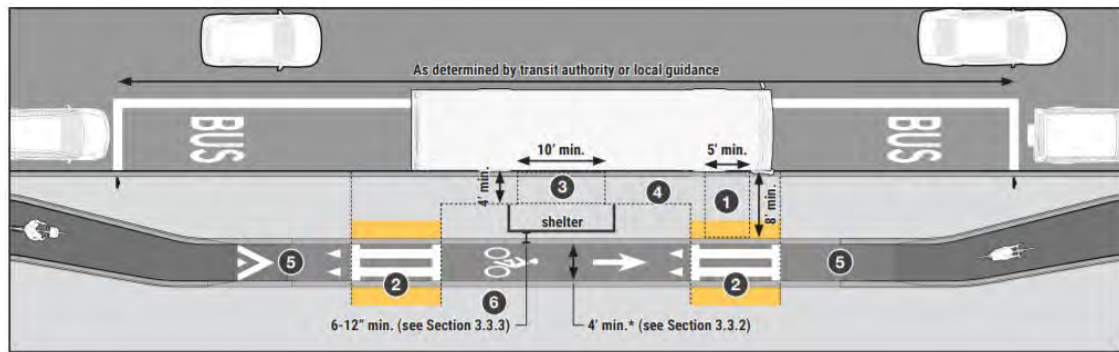
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All transit stops near schools should be connected directly to sidewalks; however, on streets with cycling infrastructure, conflicts can also arise between cyclists, buses, and bus passengers at stops. Rather than having buses pull into cycling facilities at stops, a floating or island bus stop can be inserted to allow bus passengers to safely alight the bus and cross the bicycle lane to reach the sidewalk. In accordance with AODA requirements, the cycling facility must either be raised to meet the sidewalk and bus platform or the bus platform and sidewalk must ramp down where pedestrians are intended to cross. Examples are shown in Exhibit 4-13. The same principles apply for two-way cycling facilities.

**Exhibit 4-13: Island Transit Platforms**



Source: FHWA Separated Bike Lane Planning & Design Guide



Source: MassDOT Separated Bike Lane Planning & Design Guide

**SN-16:** Create floating /island platform bus stops on streets with bicycle lanes or cycle tracks.

## 4.5 Street Design near Schools

### Background & Supportive Policies

A safe, convenient, direct grid of streets near school sites is critical to promoting active travel to and from school. The speed and volume of vehicular traffic on these streets directly impact the comfort of students and staff walking or cycling to school, and traffic calming measures near school sites can improve safety for all road users.

This direction is enforced through numerous policy & planning documents, as summarized in Exhibit 4-14.

#### Exhibit 4-14: Street Design near Schools - Supportive Policies & Recommendations

##### Supportive Policies

The Urban and Rural Hamilton **Official Plans** promote the use of traffic calming techniques to create places that are safe, accessible, and connected.

The **Transportation Master Plan** emphasizes the importance of tying health outcomes and safety to the transportation network. Action items in the TMP include:

- Integrating the goals and principles of Vision Zero into the CLB streets design manual and Engineering Guidelines; and
- Applying speed reduction techniques through the implementation of CLB streets, as well as through other opportunities such as the introduction of protected cycling facilities.

The **Pedestrian Mobility Plan** emphasizes several concepts related to active transportation networks in neighbourhoods near schools:

- The PMP recommends prioritizing areas near schools for routine accommodations such as curb extensions and decreasing curb radii at intersections.
- The PMP promotes shorter block lengths and pedestrian-scale street design to encourage walking in neighbourhoods.

The **Active and Sustainable School Transportation Charter** highlights the importance of street design that prioritizes the comfort, safety, and convenience of all users.

The ASST Charter also commits to reducing speed limits and installing traffic calming devices along school commuting routes.

### Where does this guidance apply?

The City of Hamilton has existing standards and guidelines for many elements of street design such as design speeds and lane widths; however, the recommendations within this section of the guidelines refer to the area around the school site that reflect the increased vulnerability and perceived safety risk of children walking and cycling to school.

Applying these recommendations requires some context sensitivity. Generally speaking, recommendations related to street design around the school site should consider the eligibility criteria for distance-based school busing, generally:

- 1.2-1.6 km for elementary schools

- 3.2 km for secondary schools

Applications will vary depending on the type of intervention. For example, recommendations for traffic calming should be considered for roadways within this area that may reasonably be anticipated to be used for walking and cycling to/from the school site and are generally more focused directly along school frontages – within 150-300m of the school itself.

The context around the school site will also govern the application of these recommendations. The presence of any of these features may reduce the effectiveness of applying these recommendations along a particular corridor:

- Cul-de sacs or built form that may limit the use of a particular corridor for school travel;
- The presence of major barriers or hazards that will restrict movement (i.e., highways, major topographical features), and
- The presence of parallel routes with higher-quality routes that provide a viable alternative.

As noted in Section 4.1, the ability to implement these improvements will vary depending on the type of project. A high-level summary of various interventions and their applicability to different project types is shown in Exhibit 4-15.

**Exhibit 4-15: Applicability of Different Design Principles with Various Project Types**

ANTICIPATED ROAD CONSTRUCTION ACTIVITY	DESIGN SPEED	LANE WIDTHS	CORNER RADII	PARKING LAY-BYS	STREET CLOSURES	LIGHT TRAFFIC CALMING	INTENSIVE TRAFFIC CALMING
Retrofit Initiative (Temporary Materials)		+	+	○	○	+	
Road Resurfacing Project	○	+	○	○	○	+	
Road Reconstruction Project	+	+	+	+	+		+

+: Likely feasible

○: Potentially feasible



## General Design Considerations

### *Street Layout*

Shorter blocks increase the walkability of the street network and convenience for pedestrians. The Pedestrian Mobility Plan recommends block lengths from 68-90 m in urban areas to support pedestrian activity. In suburban contexts, block lengths should generally range from 150 to 250 m.

In addition to shorter blocks, a grid-style network of streets tends to minimize cycling and walking distances within a community, including paths to school. A network of paths and streets that offers many route choices for pedestrians and cyclists is also likely to encourage more active travel to school as users are able to find an optimal route.

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**SN-17** In newly planned communities, street networks near schools should be designed with a fine-grained grid-like network of streets and paths to provide a high level of connectivity for pedestrians and cyclists.

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## Retrofit Considerations

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For existing neighbourhoods with street networks already laid out, there are several measures that can be taken to improve the walkability of the street network:

- For streets with block lengths over 250 m, install midblock crossings to increase convenience for pedestrians (refer to guidance in Section 4.3); and
- For neighbourhoods with curvilinear rather than grid street patterns, add midblock paths linking parallel streets to shorten blocks and increase connectivity for pedestrians and cyclists.

### *Design Speed*

Speed is a crucial factor in the cause and severity of collisions. There is a direct correlation between the speed of vehicular traffic and the risk of both crashes and fatalities. Elements that influence speed, such as curb radii and vehicle travel lane widths, are determined using a specific design speed. Higher design speeds reduce the driver's peripheral vision (Exhibit 4-16) and increase the required stopping distance (Exhibit 4-17). Lower design speeds therefore provide a safer space for people, especially children, to walk and cycle.

Designing a street near a school site for speeds of 30-40 km/hr ensures that motorists will have adequate reaction time to avoid collisions with vulnerable road users from at least 15 m away.

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**SN-18:** In new neighbourhoods, design local streets for 30 km/h and collectors for 40 km/h.

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**Exhibit 4-16: Narrowing Field of Vision at Increasing Speeds**



Operating Speed 15-25 km/h



Operating Speed 30-40 km/h



Operating Speed 50-55 km/h



Operating Speed >65 km/h

Source: NACTO Urban Street Design Guide

**Exhibit 4-17: Relationship between Operating Speed & Risk to Vulnerable Road Users**

Pedestrian Death Risk Declines at Lower Vehicular Speeds



Source: WRI Ross Center for Sustainable Cities Health and Road Safety

### **Corner Radii**

A common issue with intersections is the interaction between turning vehicles and crossings pedestrians or cyclists. These conflicts are magnified by large radii in urban settings that increase the speed of drivers completing the turn and reduce visibility of waiting pedestrians and cyclists. Smaller corner radii reduce the roadway distance that pedestrians cross at intersections, while improving their visibility of approaching vehicles and forcing drivers to reduce their speeds at turns. An important step in improving urban intersections is selecting an appropriate control vehicle to guide turning radii design. The following strategies can also be used to reduce corner radii:

- Accommodate trucks and buses on designated transit and truck routes (but not elsewhere);
- "Crawl" speeds, rather than the roadway operating speed, can be used to assess the impacts of an occasionally larger vehicle;
- Allow for encroachment into adjacent lanes for larger trucks i.e. never assume that a truck must turn from the curb lane into the curb lane. Employ strategies such as stop bars set farther back as needed to facilitate these movements;
- The effective radius, rather than the actual curb radius can be used when calculating or simulating turning movements. The effective radius is the full radius available to a vehicle, and depends on curbside conditions, i.e., the presence of parking or cycling lanes.

In all cases, a detailed review of swept path of the appropriate design and control vehicle should be used when designing intersections.

### **Lane Widths**

The space allocated to lanes for vehicular traffic, trucks, transit vehicles, bikes, and on-street parking or deliveries is a critical element of street design; narrower streets promote lower speeds, reduce crossing distances for pedestrians, and lead to shorter signal cycles.

Lane widths of 3.5 m or less are generally recommended in urban contexts to discourage unintended speeding and give valuable right-of-way to other modes of travel. Lane width should also be considered within the overall design of the street; travel lanes as narrow as 3.0 m can provide adequate safety in urban areas.

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**SN-19: Design streets near school sites with the smallest possible corner radii and narrowest possible lane widths to control vehicular operating speeds.**

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### **Off-Site Parking & Pick-up/Drop-off Zones**

Cars parked along the side of a street create "lateral friction", slowing the surrounding traffic by limiting drivers' visual field. Parking also creates a physical barrier between the sidewalk and traffic lanes and, as a result, buffers pedestrians from vehicular traffic.

As parked cars can act as a visual barrier, they may prevent motorists from seeing people on the sidewalk, especially smaller children. For this reason, parking is usually prohibited near intersections and pedestrian crossings. It is also a common practice to prohibit on-street parking and stopping near schools at arrival and dismissal hours.

The drawback of periodically prohibiting parking is that the effective width of the streets increases and the lateral friction provided by parked cars disappears. The wider field of view can induce motorists to exceed speed limits.

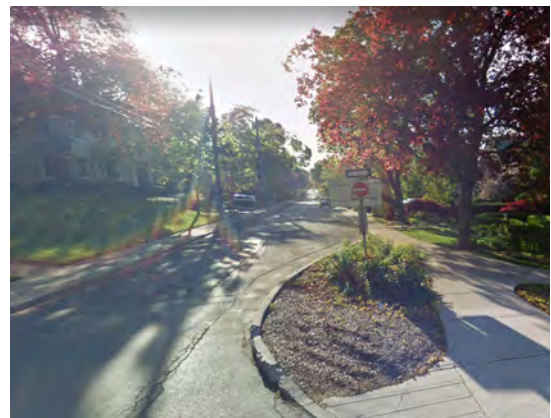
Bay parking or parking lay-by is typically preferable to an open parking lanes as it limits the effective width of the street where curb extensions bracket each end of the parking lane. In new communities, bay parking should be created by design and demarcated with special pavement treatment to distinguish the parking lane from the roadway and visually minimize pavement width. Examples of bay parking and the effect of narrowing the street are identified in Exhibit 4-18.

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**SN-20:** On-street bay (lay-by) parking should be provided near school sites where feasible to reduce the effective street width.

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**Exhibit 4-18: Examples of Visual Narrowing with On-street Bay Parking**



Images: Google Streetview

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## Retrofit Considerations

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Parking lay-bys can be added to existing streets by constructing curb extensions that bracket either end of the parking lane. Another possibility is to set up a temporary or interim curb extension using bollards, planters, and precast curbs. This tactic has been applied to many intersections across Hamilton as an interim strategy (see Exhibit 4-19).

### Exhibit 4-19: Sample Curb Extension for Parking Lay-by using Temporary Materials



Images: Google Streetview

As discussed in Section 3.5, vehicle exclusion zones around the school should be considered in urban and suburban areas with off-site or side-street student pick-ups and drop-offs to reduce conflicts between drivers, cyclists, and pedestrians.

Refer to the following case study (Exhibit 4-20) for detailed examples of how off-site pick-up and drop-off zones can be used in conjunction with vehicle exclusion zones to improve safety near a school.

**Exhibit 4-20: Vehicle Exclusion Zone Case Study**

<b>Montréal Case Study: Vehicle Exclusion Zones: Parking Prohibitions</b>	
<b>Overview:</b>	Many schools in Montréal prohibit parking around schools and adjacent parks during school hours. A drop-off/pick-up zone is provided near one of the schoolyard's accesses and, if required, near the school's main entrance. These zones are determined by the City, in collaboration with the school principal.
<b>Context:</b>	Saint-André-Apôtre is located in an urban neighborhood of Montreal. The school is located immediately adjacent to a park. Many trails in the park link the schoolyard to the surrounding streets. These trails are used by students and parents to access the schoolyard.
<b>Implementation:</b>	There are no stopping zones at intersections (5 m on each side) and at mid-block crosswalks. Parking or stopping is also prohibited during school time at school entrances and schoolyard accesses along the school property and along the park. The no stopping zone is used to ensure parents do not use the zone as a drop-off/pick-up spot. Some parents and the school principal notice that this regulation is not always well respected. No parking or stopping hours are from 7:00 AM to 6:00 PM, in accordance with opening hours of the school's daycare.
<b>Lessons Learned:</b>	<ul style="list-style-type: none"> <li>▶ Since the no stopping zones around the school accesses are not always respected by parents, there are proposals to add measures such as curbs extensions along these no-stopping zones, using bollards, planters, or precast curbs. These would become permanent no stopping zones.</li> <li>▶ When prohibiting parking, curb extensions should be added to avoid either creating two drive lanes or increasing vehicle speeds due to a wider roadway (without the presence of parked cars). Curb extensions should also be added on both sides of any crosswalks to deter vehicles from stopping or parking in crosswalks.</li> <li>▶ A no-parking zone or no-stopping zone should always include the daycare schedule. For example, if the daycare opens at 7:00 AM, the no parking zone should start at 6:30 or 6:45 AM.</li> </ul>

## *Traffic Calming*

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### **Retrofit Considerations**

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Traffic calming can play an important role in improving conditions for active transportation and vulnerable road users around school sites. The City of Hamilton has an existing Traffic Calming Policy (2020) which outlines the various measures currently considered along collectors and local streets. The policy notes that traffic calming measures in School Zones are not subject to the traffic calming process identified in the policy. In other words, the City can install traffic calming measures in School Zones without the petition and survey requirements identified in the policy, creating a simpler process for delivering the range of traffic calming devices used in school zones. A sampling of those interventions are summarized in the following sub-sections.

#### ***Reduced Speed Limits***

The City has taken a proactive approach to reducing speeds through the Neighbourhood Speed Limit Reduction Program, implementing speed-limit reductions within designated school zones on local and minor collector roadways to 30 km/h within 150 meters of a school boundary. Collisions between vehicles and vulnerable pedestrians and cyclists are less frequent and their consequences are less severe when operating speeds are reduced.

#### ***Physical Traffic Calming Measures***

Streets can be designed to bring operating speeds closer to the desired speed limit. This can be accomplished through a combination of the following:

- Increased lateral friction such as trees, street furniture, and buildings close to the street;
- Vertical deflection such as speed cushions, speed tables, raised crossings, and raised intersections; and
- Horizontal deflection such as curb extensions, curb radius reductions, chicanes, traffic islands/medians, lateral shifts and traffic circles.

#### ***Traffic Volume***

Decreasing the traffic volume on local streets near school sites, particularly those that are popular routes for walking and cycling to school, can improve the safety or perceived safety of active travel to school. The traffic calming measures described in the previous section can indirectly discourage the use of a street by through traffic if faster alternatives exist. Direct volume-restricting measures include the following:

- Diverters that force vehicles to turn at an intersection:
  - Should be designed to allow pedestrians and cyclists to pass straight through
- Limiting access to street segments around schools:
  - On a permanent basis with diverters or partial street closures
  - On a periodic basis such as at school arrival and dismissal hours (as in vehicle-exclusion zones – see Sections 3.4 & 5.2)

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**SN-21: Retrofit streets near schools with a mix of traffic calming and volume management measures to achieve desired operating speeds, targeted volumes and reduce the need for enforcement.**

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A summary of the City's current applicability of physical traffic calming and volume management measures (physical obstruction) is included in Exhibit 4-21.

**Exhibit 4-21: Applicability of Physical Traffic Calming Measures**

Traffic Calming Technique	Measure may be Applicable on:		
	Road Classification		Other Considerations
	Local Road	Minor Collector	Transit Route
<b>Physical Vertical Deflection</b>			
Speed Cushion	Yes	Yes	Yes
Raised Intersection	Yes	Yes	Yes
Raised Crosswalk	Yes	Yes	Yes
Speed Table	Yes	Yes	Yes
<b>Physical Horizontal Deflection</b>			
Curb Extension	Yes	Yes	Yes
Curb Radius Reduction	Yes	Yes	No
Neighbourhood Traffic Circle	Yes	Yes	No
Centre Island Median	Yes	Yes	Yes
One-Lane Chicane	Yes	Yes	No
Lateral Shift	Yes	Yes	Yes
Roundabout	Yes	Yes	Yes
<b>Physical Obstruction</b>			
Directional Closure	Yes	Yes	No
Raised Median Through Intersection	Yes	Yes	Yes
Right-In/Right-Out Island	Yes	Yes	No

Source: City of Hamilton Traffic Calming Policy (2020)



## 5.0 Supportive Environments: Programming & Policies

In addition to the infrastructure at the school site and the surrounding streets and neighbourhoods, programming and policies play an important role in encouraging active and sustainable travel by staff, students and parents to school.

This chapter focuses on creating and supporting existing programs and policies that support active and sustainable travel, with a focus on Active and Sustainable School Travel (ASST) certification, school travel planning, special events, and policies. This chapter covers the following topics:

- Supporting existing programming such as the ASST certification and developing school travel plans;
- Hosting special events throughout the school year for students and staff; and
- Strengthening existing policies and creating new policies that require schools to participate in city-wide programming.



### Background & Supportive Policies

Programming and policies are necessary to engage with and encourage students and staff to walk and cycle to school sites. There are numerous policies & planning documents that support and provide direction to current programming initiatives, as summarized in Exhibit 5-1.

## Exhibit 5-1: Programming and Policies - Supportive Policies & Recommendations

### Supportive Policies

The **Transportation Master Plan** emphasizes the importance of programming for supportive environments. Action items in the TMP include:

- Coordinate School Travel Plans for every elementary school in the HWDSB and HCDSB by 2022 in partnership with HSC, the Hamilton Strategic Road Safety Program, other City departments and local schools to identify safety and TDM opportunities

The **TDM Guidelines** provide guidance on travel planning, programming, and education for school sites:

- Develop a school travel plan for staff, students, and community members;
- Provide travel planning resources for staff and students such as individualized marketing, trip planning tools, active transportation maps, and information resources;
- Encourage the school district/administrators to actively promote TDM through Smart Commute Hamilton;
- Brand or highlight TDM elements in marketing materials, and provide carshare/bikeshare memberships to employees and/or students; and
- Promote early adoption of sustainable transportation modes and increase awareness of sustainable transportation opportunities for employees, students, visitors, and community members.

The **ASST Charter** emphasizes the need for programming and policies at schools:

- Provide safety education and awareness through curriculum and community partnerships;
- Develop and implement School Travel Plans for all schools to ensure safe routes to school;
- Champion education and awareness activities related to active and sustainable transportation;
- Participate in local, regional, and international events that encourage active transportation; and
- Develop policies and support environmental changes for active school travel.

The **Pedestrian Mobility Plan** emphasizes the need for active transportation programming in neighbourhoods near schools:

- Municipal transportation demand management and "walk to school" programs as well as programs encouraging walking, cycling and transit use, such as important pedestrian generators, i.e., schools, hospitals, institutions, will be considered during the application of the recommended "routine accommodation".
- Where revisions to existing programs are required or where new programs may be needed, the amendment of existing and development of new programs should be co-ordinated with Pedestrian Mobility Plan implementation.

## 5.1 School Bussing and Travel Policies

### Bus Eligibility Distances

School bussing policy can impact the role of active travel to school as eligibility for school bus service can be a disincentive to walk or cycle to school. The school bus eligibility distances in Hamilton range from 1.6 km to 3.2 km, depending on the school board and the student's age (refer to Exhibit 5-2). The school bus policy is agreed upon with the Hamilton-Wentworth Student Transportation Services (HWSTS), the organization that provides school bus service to both school boards.

**Exhibit 5-2: Eligibility Distances for School Bussing**

SCHOOL	GRADE	ELIGIBILITY DISTANCE
Elementary School	Kindergarten	1.2 km
Elementary School	Grades 1-8	1.6 km
Secondary School	Grades 9-12	3.2 km

These eligibility distances are calculated considering the actual transportation network available to access the school sites, measured using the shortest walking route from the nearest property line of the pupil's residence to the nearest property line of the school. Multi-use paths and trail can help to reduce calculated walking distances but only if the trail is maintained year-round.

There are also hazard conditions that are considered to qualify students for bussing even if they live within established walking distances:

- For any age group, students residing within the defined walking distance are eligible for bussing when their anticipated school route follows a major arterial roadway without any pedestrian facilities for a length greater than .8 km
- For elementary students residing within the defined walking distance, they are eligible for transportation services if their anticipated school route follows a major arterial roadway that is necessary to cross to get to school, but there are no traffic control devices such as lights, stop signs or a school crossing guard to assist with the crossing.

Infrastructure improvements discussed in Section 4.2 coincide with the eligibility policies noted above.

As participation in ASST initiatives increase in the City of Hamilton, the demand for school bussing may be reconsidered. Changes to the eligibility criteria for school bus service could include tailoring bus service to more incremental age group categories, and/or providing bus service in the winter months, and reducing bus service in better weather. These suggestions would have to be implemented with the full cooperation of community partners and stakeholders to ensure the right programs are in place to assist students with their trip to and from school.

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**SE-1:** School boards and the Hamilton-Wentworth Student Transportation Services should review the school bus policy and remove bus service for students that live within walking and cycling distance to school.

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## 5.2 Programs

### Walk-a-Block Program / School Streets / Vehicle Exclusion Zones

Schools should implement a Walk-a-Block program (also known as a Vehicle Exclusion Zone or School Streets Program) to improve safety for cyclists and pedestrians and reduce the number of vehicles stopping on the school site or directly adjacent the school to pick-up and drop-off children. A Walk-a-Block program would include designated pick-up and drop-off areas one or two blocks away from the school, as illustrated in Exhibit 5-3. As a result, parents who typically drive their children to school would be encouraged to park one or two blocks away and walk their children the rest of the way.

Similar programs from around the world have demonstrated that a Walk-a-Block Program has several positive impacts such as:

- Decreased levels of vehicular traffic;
- Improved air quality;
- More children walking to school;
- Fewer children being driven to school;
- Increased levels of motorist compliance on streets near the school; and
- Improved perceptions of safety.

In 2017, St. Marguerite d'Youville Catholic Elementary School worked collaboratively with the City of Hamilton to host a Block Party in front of the school to promote active and sustainable travel and celebrate Wear Yellow Day. The City of Hamilton worked with Traffic Operations to set up temporary road closure signage and notices were sent to nearby residents and to parents in advance.

To launch these programs, it is important to build support within the school community as well as within the surrounding neighbourhoods, as drop-offs and pick-ups by vehicle will occur in designated locations away from the school site. Developing a Walk-a-Block Program can take place in three steps:

1. **Engage and Plan:** Establish a working group with key stakeholders at each school such as the Principal/Vice-Principal, teachers, parents, students, and representatives from the school board and City staff. The working group should coordinate with City staff to identify the process, timelines, complete a site assessment, and develop a plan for ongoing temporary road closures around the school. Road permits or road occupancy permits are anticipated to be required for these types of programs. Notices should be sent out to parents and nearby residents, informing them of the proposed program and determine how many exemptions will be required. Baseline data (e.g. pedestrian, cycling, and automobile counts, and air quality measurements) should be collected at this stage.
2. **Program Launch:** Once an approved plan is in place and notices have been sent out to promote the program, launch the Walk-a-Block program with the support of the school administrators, parents, students, and the City of Hamilton.
3. **Program Monitoring and Ongoing Support:** Conduct follow-up surveys and pedestrian, cycling, and automobile counts, and air quality measurements to evaluate the success of the program, comparing results to the baseline data. Share the results of program monitoring with stakeholders and continue to implement the program across the City of Hamilton.

### Exhibit 5-3: Walk-a-Block Program Example Infographic



More information on school streets / walk a block programs can be found in the following resources:

- NACTO Guide to School Streets: [https://nacto.org/wp-content/uploads/2020/07/200708\\_School-Streets.pdf](https://nacto.org/wp-content/uploads/2020/07/200708_School-Streets.pdf)
- School Streets UK (provides excellent examples): <http://schoolstreets.org.uk/>
- School Streets Guidebook (City of Victoria / CRD includes examples of signage and surveys): <https://www.880cities.org/wp-content/uploads/2019/11/school-streets-guidebook-2019.pdf>

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**SE-2:** Schools should work with the City of Hamilton and the School Boards to implement a Walk-A-Block program by limiting automobile traffic on streets near schools during scheduled times of the day to prioritize pedestrians and cyclists accessing the school, where practical.

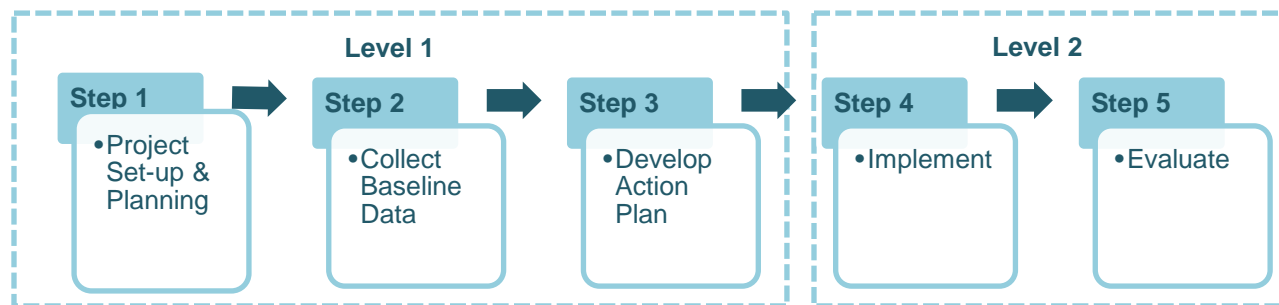
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### ASST Certification: School Travel Planning Process

School travel planning (STP) is a community-based approach that aims to increase the number of children and adults choosing active transportation to and from school, thereby addressing environmental, health, and safety issues. The ASST certification initiative, developed by City of Hamilton Planning & Economic Development and Public Health staff, uses the STP model from Green Communities Canada to help schools earn recognition for ASST efforts.

There are two levels of certification as seen in Exhibit 5-4. Level 2 recipients are designated as bronze, silver, or gold in relation to the number and intensity of actions completed.

Exhibit 5-4: ASST Certification Process



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**SE-3:** In partnership with the school boards, all schools should be required to participate in the ASST certification process.

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### Safe Cycling Training (Ride Smart)

As all parents are not cyclists, all children may not have the opportunity to learn to ride a bicycle safely. A safe cycling program can teach students how to ride their bike safely and autonomously. The City of Hamilton and school boards have partnered with New Hope Community Bikes to provide a safe cycling training program to students called Ride Smart. Ride Smart is designed using the Ontario physical health and education curriculum and CAN-BIKE to enable students to learn new cycling skills and abilities, creating safer riders and safer future drivers.

Children that have professional cycling training are more likely to cycle to school with their parent's consent. Typically, a school-based safe cycling training program includes:

- In-class theoretical lessons focusing on road safety, riding a bicycle, and bicycle parking practices;
- On-bicycle practical lessons with a physical education teacher or a cycling instructor in a safe environment, such as the gym or school yard, to develop the children's cycling abilities through games and exercises;
- Bicycle circuit in the neighbourhood or on the school grounds led by qualified and certified cycling instructors; and
- An individual on-road practical exam.

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**SE-4:** The school boards and the City of Hamilton should continue to partner with community organizations to offer safe cycling training for all students. School boards should also integrate safe cycling training into the curriculum for certain grades.

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### **School Bike Rack Grant**

Schools that are in the process of or have received the ASST Certification process can apply for a City of Hamilton School Bike Rack Grant, which is a one-time bursary of up to \$600 for a bike rack. End-of-trip facilities are important to provide the necessary infrastructure to support people cycling to school. School boards and the City of Hamilton should expand their mandate to include active transportation facilities and infrastructure at schools including end-of-trip facilities such as bicycle repair stations and secure bike parking. Building upon the existing grant program to provide active transportation facilities will provide more staff and students the opportunity to cycle to school.

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**SE-5:** The City of Hamilton should identify additional funding sources to expand the grant program to provide additional end-of-trip facilities for all schools participating in the ASST certification process.

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### **Fresh Air for Kids**

Fresh Air for Kids, delivered through Green Venture, teaches students the importance of air quality when deciding how to travel to school through mapping of healthy routes to school. The program uses a Ministry of the Environment, Conservation and Parks air quality monitoring van to measure air quality on key routes surrounding the school.

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**SE-6:** The City of Hamilton and school boards should continue to partner with the Fresh Air for Kids program to inform and promote recommended routes that have better air quality and employ strategies to limit the number of vehicles on key active travel routes.

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### **Smart Commute Hamilton Participation**

As some of the largest employers in the City of Hamilton, the school boards play a critical role in promoting active and sustainable transportation to schools. By encouraging school staff members to use active and sustainable modes, they are role models for students and can influence students' current and future travel choices.

To encourage school staff to use active transportation, the school boards can:

- Partner with Smart Commute Hamilton to implement an awareness program and campaign;
- Integrate active and sustainable travel education into staff onboarding training;
- Provide secure bicycle parking spaces and end-of-trip facilities (see Section 3.3);
- Limit the number of parking spaces (see Section 3.5); and
- Encourage staff to carpool to reduce parking demand.

Additionally, municipalities and higher levels of government can encourage staff to use active transportation. Additional strategies for future consideration include offering financial incentives or tax credits to employees that walk or cycle to work.

---

**SE-7:** School boards should partner with Smart Commute Hamilton to encourage staff members to use active and sustainable transportation modes to school.

---

### **Walking School Bus**

A walking school bus is an organized program where a group of children that live in the same geographic area walk from their home to school and back with an adult. Like a regular school bus, the walking school bus follows a planned and safe route with scheduled stops. Volunteers receive training and support to develop and implement the program. Delivering a walking school

bus program can require an extensive amount of resources to successfully execute. Resources can be developed and distributed to students and parents that live within walking distance of the school, noting that the schools and school boards are not liable for program participation.

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**SE-8:** The HWSTS in partnership with the HWDSB, HWCDSB, and City of Hamilton should develop resources for parents to form a walking school bus for students that live within walking distance of their school.

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### Transit Programs

Many students do not know how to take public transit. Creating transit programs teaches students about public transit at an earlier age, increasing their potential to continue as regular paying and committed passengers as they grow older. Transit programs educate riders on how to plan their route, board the bus, and pay their fare, helping students gain confidence and eliminating barriers to riding the bus. Some examples of transit programs across Ontario include:

- **Totally Transit for Children:** In partnership with Hamilton Street Railway (HSR), Green Venture developed and implemented the Totally Transit for Kids program to introduce elementary school students to the City of Hamilton's public transit system. Through hands-on activities, students learned about taking the bus safely and confidently acquire the skills to take the bus safely and confidently. This program is not currently offered.
- **Peterborough GreenUP On the Bus Program:** This program introduces public transit to grade three classes in the City of Peterborough. This program focuses on active and sustainable transportation choices and is meets specific curriculum expectations. As part of the On the Bus Program, GreenUP also delivers the Transit Quest program that provides grade eight students with a free transit pass program over March Break to increase familiarity with the Peterborough Transit System and the ability to travel independently.
- **City of Mississauga Transit Ambassadors:** The City of Mississauga operates a program where works with students act as ambassadors to promote public transit at secondary schools. Transit Ambassadors encourage their peers to take public transit by participating in different activities such as creating and sharing social media content, and produce videos and radio-style advertisements while earning incentives for each activity completed.

These programs can be integrated with free or subsidized transit passes to maximize the development of practical skills for riding the public transit, including proper rider etiquette, safety, rules and the environmental, economic and social benefits.

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**SE-9:** The City of Hamilton in partnership with the HSR, HWDSB, and HWCDSB should develop a transit program for students to education and incentivize the use of public transit.

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## 5.3 Special Events

### Community in Motion Award

The Community in Motion Award is an award to recognize members of the community who have made an effort to actively support and promote the use of healthy and sustainable ways of getting around, and enjoying, Hamilton. Individuals, schools, and businesses/organizations can be nominated for a Community in Motion Award if they demonstrate their effort in fostering an environment which supports and encourages active transportation in several different categories.



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**SE-10:** School Boards should regularly nominate exceptional schools for a Community in Motion Award.

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### **Wear Yellow Day**

On Wear Yellow Day (WYD), staff, students, and parents are encouraged to wear yellow, the colour of school transit, and celebrate walking, cycling, or taking the bus to school. There are three WYDs throughout the school year, taking place in the fall (during International Walk/Bike to School Day/Month), winter, and spring (during Earth Day/Week). WYD is an opportunity to promote the school's travel plan and increase the awareness about the changes being made to support active travel. WYD enables the school community to create a culture where active and sustainable school travel is the norm.

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**SE-11:** In partnership with the school boards, all schools should participate in at least one WYD per year.

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### **Bike to School Week**

Bike to School Week kicks off on Bike Day (the last Monday of May). Using the Bike Month website, schools are encouraged to register to be a part of the campaign and they may receive resources, promotional materials and bicycle pumps for participating. Schools can participate in a bicycle parade leading to the Bike Day celebration at City Hall on the first day of Bike to School Week.

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**SE-12:** All schools should register and promote the Bike to School Week campaign, and if possible, participate in the bicycle parade ending at City Hall on Bike Day or host their own Bike Day celebration at their school.

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### **School Board Policy Recommendations**

Maintaining support for the ASST process and ongoing data collection is critical to the success of ASST. School boards should require all schools to complete level 1 of the ASST certification and provide an incentive upon completing level 1. Additional incentives can be provided for reaching level 2 ASST certification.

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**SE-13:** School boards should require all schools to reach Level 1 ASST certification.

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## **5.4 Additional Resources**

### **City of Hamilton Parent Engagement Strategy**

The City of Hamilton created a parent engagement strategy to build parental support for active and sustainable school travel. As parents and caregivers are the decision-makers regarding children's travel to and from school. The objectives of the parent engagement strategy are:

- Increase parental/caregivers' awareness about the importance of ASST;
- Increase the number of parents/caregivers engaged in ASST initiatives, including encouraging their child's active travel; and
- Increase parental/caregiver capacity to become ASST leaders/champions.

The parent engagement strategy is available online on the City of Hamilton website:  
<https://www.hamilton.ca/streets-transportation/smart-commute/school-travel-plan>

### **Ontario Active School Travel**

Ontario Active School Travel is a community-based initiative that promotes the use of active transportation for the daily trip to school, addressing health, physical activity, and traffic safety issues while taking action on air pollution and climate change. It is a growing movement that promotes and celebrates children's active school travel in Canada.

Many resources, including Green Communities Canada's new guide, Creating Safe Routes for Active School Transportation, can be found through their website:

<https://ontarioactiveschooltravel.ca/>

### **Creating Safe Routes for Active School Transportation**

Green Communities Canada prepared this document on behalf of the Ontario Traffic Council Active Transportation Committee. The report describes the important role that School Crossing Guards have in supporting Active School Transportation (AST) and summarizes the key programs and initiatives being implemented in school communities across Ontario to promote AST. This document can be found on the OTC website:

<http://www.otc.org/wp/wp-content/uploads/2017/07/OTC-Creating-Safe-Routes-for-AST-FINAL.pdf>

## 6.0 Summary

This document is intended to provide a set of guidelines to support the City of Hamilton's efforts to increase the number of students and their parents, and staff choosing active and sustainable transportation to travel to/from school. This document complements and supplements existing studies and guidelines that support sustainable transportation in Hamilton. For ease of reference, school site checklists for new schools and retrofit schools can be found in **Appendix A**.

Increasing the popularity of active and sustainable travel modes to/from school has proven physical activity, safety, environmental, economic, financial, and community benefits. Based on best practices, these guidelines present infrastructure, policy, and program recommendations at the school site and neighbourhood level. The guidelines can be used for designing new schools, planning new communities, and retrofitting existing school sites and surrounding neighbourhoods.

Many of the recommendations outlined in this document require a close partnership between the school boards, the City of Hamilton, and other key stakeholders to successfully implement the recommendations. Whenever possible, the school boards and the City of Hamilton should consider partnering to advance recommendations that would otherwise be unachievable because of funding or resource limitations.

## 7.0 References

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# Appendix A: School Site Checklists

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New Schools – Urban & Suburban

Retrofit Schools – Urban & Suburban

# Site Design Checklist for New Schools

## Hamilton School Sites Design Guidelines

### 3 Supportive Schools: Siting & Site Design

#### 3.2 School Orientation & Layout

SS-1: Is the site located near community amenities and far from major barriers to walking and cycling?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SS-2: Does the school front on streets from at least two sides? Three to four is preferable.

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SS-3: Does the site maximize the building mass along the most major street and include a main entrance located 3-15 m from the curb?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

#### 3.2 Active Transportation Access

SS-4: Does the site include accessible pedestrian pathways (1.5 m minimum, 2.0 – 3.0 m+ preferred) to school entrances using a stable, slip-resistant material?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SS-5: Are pathways and trails provided to the school site from all sides of the site?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SS-7: Are amenities and site furnishings (e.g. trees, benches, shade structures and waste and recycling receptacles) provided outside of the pedestrian clearway? If no, has this been considered?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SS-8: Does the site include human-scale integrated lighting focused on pathways and entrances which meets the City of Hamilton Site Design Guidelines lighting requirements?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SS-9: If fencing is required on the school site, provide openings or gates at pedestrian connections.

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SS-10: Are driveways and crossings limited and carefully designed to reduce opportunities for pedestrian conflicts with other modes of transportation?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SS-11: Does the site meet accessibility requirements under AODA and the Ontario Building Code for all required site elements?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SS-12: Does the site provide a convenient, secure and practical selection of on-site bicycle parking to accommodate demand from staff and students? Are the bicycle parking quantities consistent with Hamilton's TDM Guidelines?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SS-13: Does the site provide bike share stations in close proximity to schools within the public right-of-way for riders 16 and older?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

### 3.3. Transit Access

SS-14: Does the site provide convenient connections from building entrances to transit stops using well-lit, direct and barrier-free walkways?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SS-15: Are comfortable and weather-protected waiting areas provided at all transit stops serving the school site?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SS-16: Is transit route and schedule information displayed at main entrances to the school?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

### 3.4 Automobile Access

SS-17: Are lay-bys provided? If yes, are they located downstream of the school building entrance wherever possible?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SS-18: Does the site include bus loops which operate single-file, one-way, and in a counter-clockwise direction? (*Applicable for rural school sites only*)

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SS-19: Are school bus lay-bys and loops designed to accommodate the anticipated number of buses and no more?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SS-20: Does the site include a vehicle exclusion zone around the school with off-site pick-ups and drop-offs?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

## 4 Supportive Neighborhoods: Access around Schools

### 4.3 Active Transportation Network

SN-1: Are sidewalks provided on both sides of the street along the streets surrounding the school site?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SN-2: Do sidewalks near the site have a minimum clear width of 1.8 m? Has urban braille been applied to sidewalks near the site if in an urban setting?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SN-3: Is enhanced lighting provided along corridors near the school? Has a "high" pedestrian activity level for school routes and streets around school sites been assumed when calculating required illuminance levels?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SN-4: Are formal protected pedestrian crossings provided (at least every 100 m in urban areas and every 180 m in suburban areas) near the school site?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SN-5: Are high-visibility ladder crosswalk markings installed at all school crossings and other crossings in the vicinity of the school?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SN-6: Is lighting provided at all pedestrian crossings near the school? Has a "high" pedestrian activity level for intersections around the school site been considered when calculated required illuminance levels?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SN-7: Is there a cycling network in the vicinity of the school site that is appropriate for all ages and abilities?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SN-8: Are posts and rings or other short-term bicycle parking provided near the school site?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SN-9: Is at least one bike share station located in close proximity to the school site, for secondary schools?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SN-10: Are off-street paths provided to provide connectivity to the site? Are the paths paved and illuminated?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

### 4.4 Transit Integration

SN-11: Does the site prioritize transit connections to major after-school destinations (e.g. libraries and athletic centres)?



Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SN-12: Are bus schedules coordinated with school dismissal times for routes with significant student/staff ridership?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SN-13: Is a transit stop provided along the school frontage for transit routes that run adjacent to the school site?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SN-14: Are transit stops located at intersections that are in close proximity to the school to maximize convenience for users?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SN-15: Are bus stops located on the far side of intersections where feasible, and away from school driveways and busy pedestrian crossings around the school?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SN-16: Are floating/island platform bus stops included on streets with bicycle lanes or cycle tracks?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

#### 4.5 Street Design near Schools

SN-17: Are new neighbourhoods designed with a fine-grained, grid like network of streets and paths with a higher connectivity for pedestrians and cyclists than for vehicles?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SN-18: Are local streets in new neighbourhoods designed for 30 km/h and collector streets designed for 40 km/h?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SN-19: Are streets near the school site designed with the smallest possible corner radii and narrowest possible lane widths?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SN-20: Is on-street lay-by parking provided near the school site to reduce the effective street width?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SN-21: Are streets designed/retrofitted to include a mix of traffic calming measures?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

# Site Design Checklist for Retrofit Schools

## Hamilton School Sites Design Guidelines

### 3 Supportive Schools: Siting & Site Design

#### 3.3 Active Transportation Access

SS-4: Does the site include accessible pedestrian pathways (1.5 m minimum, 2.0 – 3.0 m+ preferred) to school entrances using a stable, slip-resistant material? Can they be added?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SS-5: Are pathways and trails provided to the school site from all sides of the site? Can they be added?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SS-7: Are amenities and site furnishings (e.g. trees, benches, shade structures and waste and recycling receptacles) provided outside of the pedestrian clearway? If no, has this been considered?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SS-8: Does the site include human-scale integrated lighting focused on pathways and entrances which meets the City of Hamilton Site Design Guidelines lighting requirements? Can it be added?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SS-9: If fencing is required on the school site, are openings or gates at pedestrian connections? If no, can they be added?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SS-10: Are driveways and crossings limited and carefully designed to reduce opportunities for pedestrian conflicts with other modes of transportation? If no, can retrofit design improvements be implemented?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SS-11: Does the site meet accessibility requirements under AODA and the Ontario Building Code for all required site elements? If no, can retrofit design improvements be implemented?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SS-12: Does the site provide a convenient, secure and practical selection of on-site bicycle parking to accommodate demand from staff and students? Are the bicycle parking quantities consistent with Hamilton's TDM Guidelines? If no, can they be added?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SS-13: Does the site provide bike share stations in close proximity to schools within the public right-of-way for riders 16 and older? If no, can it be added?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

### 3.3. Transit Access

SS-14: Does the site provide convenient connections from building entrances to transit stops using well-lit, direct and barrier-free walkways? If no, can they be added?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SS-15: Are comfortable and weather-protected waiting areas provided at all transit stops serving the school site? If no, can they be added?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SS-16: Is transit route and schedule information displayed at main entrances to the school? If no, can it be added?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

### 3.4 Automobile Access

SS-17: Are lay-bys provided? If yes, are they located downstream of the school building entrance wherever possible? If no, can they be added?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SS-18: Does the site include bus loops which operate single-file, one-way, and in a counter-clockwise direction? (*Applicable for rural school sites only*)

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SS-19: If existing, are school bus lay-bys and loops designed to accommodate the anticipated number of buses and no more? If no, can retrofit design improvements be implemented?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SS-20/21: Are there opportunities to implement a vehicle exclusion zone around the school with off-site pick-ups and drop-offs?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SS-22: Is parking provided along a side of the school that does not front on a street?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SS-24: Have opportunities for reductions in parking been investigated in collaboration with the City?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SS-25: Are preferential carpool parking spaces and on-site carshare vehicle(s) provided for staff and high-school sites? If no, can they be added?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SS-26: Are the number of accessible parking spaces provided as per City of Hamilton by-laws and located within 30 m of an accessible entryway to the school? If no, can they be added?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

## 4 Supportive Neighborhoods: Access around Schools

### 4.3 Active Transportation Network

SN-1: Are sidewalks provided on both sides of the street along the streets surrounding the school site? If no, can they be added?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SN-2: Do sidewalks near the site have a minimum clear width of 1.8 m? Has urban braille been applied to sidewalks near the site if in an urban setting? If no, can they be added?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SN-3: Is enhanced lighting provided along corridors near the school? Has a "high" pedestrian activity level for school routes and streets around school sites been assumed when calculating required illuminance levels? If no, can lighting be enhanced?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SN-4: Are formal protected pedestrian crossings provided (at least every 100 m in urban areas and every 180 m in suburban areas) near the school site? If no, can they be added?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SN-5: Are high-visibility ladder crosswalk markings installed at all school crossings and other crossings in the vicinity of the school? If no, can they be added?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SN-6: Is lighting provided at all pedestrian crossings near the school? Has a "high" pedestrian activity level for intersections around the school site been considered when calculated required illuminance levels? If no, can lighting be enhanced?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SN-7: Is there a cycling network in the vicinity of the school site that is appropriate for all ages and abilities? If no, can facilities be added?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SN-8: Are posts and rings or other short-term bicycle parking provided near the school site? If no, can they be added?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SN-9: Is at least one bike share station located in close proximity to the school site, for secondary schools? If no, can they be added?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SN-10: Are off-street paths provided to provide connectivity to the site? Are the paths paved and illuminated? If no, can they be added or improved?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

## 4.4 Transit Integration

SN-11: Does the site prioritize transit connections to major after-school destinations (e.g. libraries and athletic centres)?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SN-12: Are bus schedules coordinated with school dismissal times for routes with significant student/staff ridership?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SN-13: Is a transit stop provided along the school frontage for transit routes that run adjacent to the school site? If no, can they be modified?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SN-14: Are transit stops located at intersections that are in close proximity to the school to maximize convenience for users? If no, can they be modified?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SN-15: Are bus stops located on the far side of intersections where feasible, and away from school driveways and busy pedestrian crossings around the school? If no, can they be modified?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SN-16: Are floating/island platform bus stops included on streets with bicycle lanes or cycle tracks?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

## 4.5 Street Design near Schools

SN-19: Are streets near the school site designed with the smallest possible corner radii and narrowest possible lane widths? If no, can they be modified?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SN-20: Is on-street lay-by parking provided near the school site to reduce the effective street width? If no, can they be added?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_

SN-21: Are streets designed/retrofitted to include a mix of traffic calming measures? If no, can they be added?

Yes  No  N/A  Rationale / mitigation if needed: \_\_\_\_\_



**AUDIT, FINANCE AND ADMINISTRATION COMMITTEE  
REPORT 23-011  
9:30 a.m.  
July 13, 2023  
Council Chambers  
Hamilton City Hall**

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**Present:** Councillors C. Kroetsch (Chair), J. Beattie, B. Clark, M. Spadafora  
M. Tadeson, A. Wilson, and M. Wilson

**Absent with  
Regrets:** Councillor Hwang – City Business

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**THE AUDIT, FINANCE AND ADMINISTRATION COMMITTEE PRESENTS REPORT  
23-011 AND RESPECTFULLY RECOMMENDS:**

- 1. Update on the Hamilton Anti-Racism Resource Centre CM20007(d) (Item 8.1)**
  - (a) That a one-time payment of \$75,000.00 from Tax Stabilization Fund #110046 be provided to the Hamilton Anti-Racism Resource Centre for the period of December 2023 – April 2024.
  - (b) That the Hamilton Anti-Racism Resource Centre (HARRC), through the Executive Director, be requested to provide their 5-year operational and sustainability plan to the City of Hamilton ahead of the 2024 budget process identifying the role that the City will play to support their sustainability for the future.
  
- 2. Tax and Rate Operating Budgets Variance Report as at April 30, 2023 – Budget Control Policy Transfers (FCS23063) (City Wide) (Item 8.2)**
  - (a) That the Tax Operating Budgets Variance Report, as at April 30, 2023, attached as Appendices “A”, to Audit, Finance and Administration Committee Report 23-011, be received;
  - (b) That the Rate Operating Budgets Variance Report, as at April 30, 2023, attached as Appendices “B”, to Audit, Finance and Administration Committee Report 23-011, be received;
  - (c) That, in accordance with the “Budgeted Complement Control Policy”, the 2023 complement transfer from one department / division to another or a change in complement type, with no impact on the levy, as outlined in

Appendix “C” to Audit, Finance and Administration Committee Report 23-011, be approved;

- (d) That, in accordance with the “Budget Control Policy”, the 2023 budget transfers from one department / division to another with no impact on the property tax levy, as outlined in Appendix “D” to Audit, Finance and Administration Committee Report 23-011, be approved;
- (e) That, in accordance with the “Budgeted Complement Control Policy”, the extensions of temporary positions with 24-month terms or greater, with no impact on the levy, as outlined in Appendix “E” to Audit, Finance and Administration Committee Report 23-011, be approved.

**3. Consent Items (Item 9.1 and Added Item 9.2)**

**(Spadafora/Tadeson)**

That the following Reports, be received:

- (a) Professional and Consultant Services Roster 2022-2024 (PW23045/PED23130/FCS23079) (City Wide) (Item 9.1)
- (b) Standards and Approved Products Committee Report (PW21071(a)) (City Wide) (Added Item 9.2)

**4. Halton Water Supply Amending Agreement (PW23050) (City Wide) (Item 10.1)**

- (a) That the Mayor and Clerk be authorized and directed to execute an agreement to amend the Water Supply Agreement between The Regional Municipality of Halton and the City of Hamilton dated November 17, 2011, and amended June 24, 2021, in the form attached as Appendix “F” to Audit, Finance and Administration Committee Report 23-011;
- (b) That the General Manager, Public Works, or designate, be authorized to execute any number of future amendments to the amended Water Supply Agreement, provided that any such amendments relate to matters of operation or technical capacity, and they are in a form that is satisfactory to the Director of Legal Services;
- (c) That the General Manager, Public Works, or designate, be authorized to execute any other documents that are ancillary to the agreements authorized in recommendations (a) and (b).

**5. Fraud, Waste, and Whistleblower Semi-Annual Update (AUD23009) (City Wide) (Item 10.2)**

- (a) That the Fraud, Waste and Whistleblower Semi-Annual Update be received.

- (b) That the creation of one Full Time Equivalent (FTE) employee for a Senior Auditor be referred to the 2024 Operating Budget.

**6. Governance Review Sub-Committee Report 23-003 (July 5, 2023) (Item 10.3)**

**(a) Consistent Quorum Requirements for Council and Committees – Revised (Item 11.2)**

WHEREAS, staff were directed by Council on June 7, 2023, to prepare the necessary amendments to By-law 21-021, A By-law to Govern the Proceedings of Council and Committees of Council, the ‘Procedural By-law’ to amend the quorum requirement for Committees to be the same as for Council, for the Governance Review Sub-Committee’s consideration;

WHEREAS, the City’s Procedural By-law 21-021, as amended, states that quorum of Council be a majority, as per Section 237(1) of the Ontario Municipal Act, 2001, as amended;

WHEREAS, the City’s Procedural By-law 21-021, as amended, states that quorum of Committees be half of the Committee’s membership; and

WHEREAS, for consistency purposes, having the same quorum requirements for Council and for Committees would be practical;

THEREFORE, BE IT RESOLVED:

- 1. That staff be directed to prepare a by-law to amend the City’s Procedural Bylaw 21-021, as amended, to amend Section 5.4 (1) to require that a majority be present:

**5.4 Quorum**

- (1) The quorum for all Committees shall be a majority (as defined in the Procedural By-Law 21-021, e.g. if membership is 5, quorum is 3) of the membership.

**7. Procurement Organizational Design Changes (FCS23082) (City Wide) (Item 14.1)**

- (a) That the direction provided to staff in closed session, be approved; and
- (b) That Report FCS23082, respecting Procurement Organizational Changes in the Corporate Services Department, be released publicly following approval by Council.

**FOR INFORMATION:**



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

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

**9. CONSENT ITEMS**

**9.2 Standards and Approved Products Committee Report  
(PW21071(a)) (City Wide)**

The agenda for the July 13, 2023 Audit, Finance and Administration Committee meeting, was approved, as amended.

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

Councillor M. Wilson declared a non-disqualifying interest respecting Item 8.2, Update on the Hamilton Anti-Racism Resource Centre (CM20007(d)), as her husband is the President and Chief Executive Officer of Hamilton Community Foundation (HCF) and HCF is a funding partner of the Hamilton Anti-Racism Resource Centre.

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

**(i) June 15, 2023 (Item 4.1)**

The Minutes of the June 15, 2023 meeting of the Audit, Finance and Administration Committee, were approved, as presented.

**(d) STAFF PRESENTATIONS / PRESENTATIONS (Item 8)**

**(i) Update on the Hamilton Anti-Racism Resource Centre CM20007(d)  
(Item 8.1)**

Morgan Stahl, Director of Government Relations and Community Engagement, and Lyndon George, Executive Director, Hamilton Anti-Racism Resource Centre, addressed Committee respecting an Update on the Hamilton Anti-Racism Resource Centre, with the aid of a presentation.

The presentation from Morgan Stahl, Director of Government Relations and Community Engagement, and Lyndon George, Executive Director, Hamilton Anti-Racism Resource Centre, respecting an Update on the Hamilton Anti-Racism Resource Centre, was received.

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

**(ii) Tax and Rate Operating Budgets Variance Report as at April 30, 2023  
– Budget Control Policy Transfers (FCS23063) (City Wide) (Item 8.2)**

Mike Zegarac, General Manager, Finance and Corporate Services, addressed Committee respecting the Tax and Rate Operating Budgets Variance Report as at April 30, 2023 – Budget Control Policy Transfers, with the aid of a presentation.

The presentation from Mike Zegarac, General Manager, Finance and Corporate Services, respecting the Tax and Rate Operating Budgets Variance Report as at April 30, 2023 – Budget Control Policy Transfers, was received.

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

**(e) MOTIONS (Item 11)**

**(i) Review of the City of Hamilton Volunteer Advisory Committees (Item 11.1)**

**1.**

WHEREAS, the City of Hamilton is dedicated to advancing and articulating City decision-making efforts by ensuring the process by which participants are provided information and are engaged is meaningful, clear, convenient, and accessible to all residents;

WHEREAS, the City of Hamilton supports community engagement as it empowers individuals and groups to give them a voice and a platform to express their opinions, concerns, and ideas, which encourages active participation, enabling community members an opportunity to shape the decisions that affect them directly;

WHEREAS, engagement in the community fosters a sense of ownership and responsibility, leading to increased community pride and motivation to work towards common goals and provides policy makers and elected officials with meaningful feedback that can inform decision making;

WHEREAS, Community engagement promotes collaboration and cooperation among stakeholders, including residents, local businesses, community-based organizations, multiple levels of government and non-profits, thereby, bringing people together and facilitating the exchange of knowledge, resources, and expertise, leading to innovative solutions and shared idea generation;

WHEREAS, the Advisory Committee for Persons with Disabilities and the Hamilton Municipal Heritage Committee are Sub-Committees of Council and are required by Provincial legislation, they are outside the scope of this proposed review;

WHEREAS, the City of Hamilton is currently creating a robust public engagement policy and administrative framework; and

WHEREAS, enhancing engagement throughout civic participation processes can inherently support high-level Term of Council Priorities including (1) Equity, Diversity and Inclusion; and (2) Trust and Confidence in City Government;

THEREFORE, BE IT RESOLVED:

- (a) That the City of Hamilton pause all Volunteer Advisory Committees, with the exception of the Climate Change Advisory Committee, for which recruitment for the current Council term is underway, and the Hamilton Veterans Committee, so they can continue to plan the 2023 Remembrance Day Service; and
- (b) That City Manager's Office and Corporate Services staff be directed to report back to the Audit, Finance and Administration Committee with recommendations on the following:
  - (i) best practices that prioritizes resident engagement including access to, understanding of and participation in community engagement;
  - (ii) review and provide recommendations to Council as informed by existing partnerships with local community-based organizations and networks to help shape and advise decision-making efforts on City initiatives, programs, services, policies, and by-laws;
  - (iii) existing community-based engagement methods inclusive of the Volunteer Advisory Committees to fulfil the priorities of Council aligned with the Term of Council priorities 2022 – 2026; and
  - (iv) a resource list of local equity-deserving groups doing community and grassroots organizing that can be contacted for engagement and feedback on City Wide processes and policies.

2.

- (a) Prior to the City of Hamilton pausing all Volunteer Advisory Committees, the Staff Liaisons were requested to convene a meeting of each Advisory Committee before September 30, 2023, with the exception of the Climate Change Advisory Committee, for which recruitment for the current Council term is underway, and the Hamilton Veterans Committee, so they can continue to plan the 2023 Remembrance Day Service, to ensure that there are no time-sensitive or critical workplan

items that each Advisory Committee wishes to complete or which the Advisory Committee would like to formally hand off to relevant City staff to ensure completion or continuity; and

- (b) Any Advisory Committee who identifies pending workplan items, was permitted to complete those items prior to their Advisory Committee meetings being paused.

**3.**

- (a) The motion respecting the Review of the City of Hamilton Volunteer Advisory Committees (below), was deferred to the September 7, 2023 meeting of the Audit, Finance and Administration Committee; and,

**Review of the City of Hamilton Volunteer Advisory Committees**

WHEREAS, the City of Hamilton is dedicated to advancing and articulating City decision-making efforts by ensuring the process by which participants are provided information and are engaged is meaningful, clear, convenient, and accessible to all residents;

WHEREAS, the City of Hamilton supports community engagement as it empowers individuals and groups to give them a voice and a platform to express their opinions, concerns, and ideas, which encourages active participation, enabling community members an opportunity to shape the decisions that affect them directly;

WHEREAS, engagement in the community fosters a sense of ownership and responsibility, leading to increased community pride and motivation to work towards common goals and provides policy makers and elected officials with meaningful feedback that can inform decision making;

WHEREAS, Community engagement promotes collaboration and cooperation among stakeholders, including residents, local businesses, community-based organizations, multiple levels of government and non-profits, thereby, bringing people together and facilitating the exchange of knowledge, resources, and expertise, leading to innovative solutions and shared idea generation;

WHEREAS, the Advisory Committee for Persons with Disabilities and the Hamilton Municipal Heritage Committee are Sub-Committees of Council and are required by Provincial legislation, they are outside the scope of this proposed review;

WHEREAS, the City of Hamilton is currently creating a robust public engagement policy and administrative framework; and

WHEREAS, enhancing engagement throughout civic participation processes can inherently support high-level Term of Council Priorities including (1) Equity, Diversity and Inclusion; and (2) Trust and Confidence in City Government;

THEREFORE, BE IT RESOLVED:

- (a) That the City of Hamilton pause all Volunteer Advisory Committees, with the exception of the Climate Change Advisory Committee, for which recruitment for the current Council term is underway, and the Hamilton Veterans Committee, so they can continue to plan the 2023 Remembrance Day Service; and
- (b) That City Manager's Office and Corporate Services staff be directed to report back to the Audit, Finance and Administration Committee with recommendations on the following:
  - (i) best practices that prioritizes resident engagement including access to, understanding of and participation in community engagement;
  - (ii) review and provide recommendations to Council as informed by existing partnerships with local community-based organizations and networks to help shape and advise decision-making efforts on City initiatives, programs, services, policies, and by-laws;
  - (iii) existing community-based engagement methods inclusive of the Volunteer Advisory Committees to fulfil the priorities of Council aligned with the Term of Council priorities 2022 – 2026; and

(iv) a resource list of local equity-deserving groups doing community and grassroots organizing that can be contacted for engagement and feedback on City Wide processes and policies.

(b) Staff were directed to prepare a report for the Audit, Finance and Administration Committee's consideration at the September 7, 2023 meeting, respecting the expected duration of the proposed pause of the Volunteer Advisory Committees, the expected scope of and deliverables for the proposed review of the Volunteer Advisory Committees.

**(f) GENERAL INFORMATION / OTHER BUSINESS (Item 13)**

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

The following amendments to the Outstanding Business List, were approved:

1. Items to be Added

(a) Grightmire Arena Lessons Learned Audit (AUD22004) (City Wide)  
Item on OBL: 22-C  
Removed in error on the February 2, 2023 agenda.

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

**(i)**

The Audit, Finance and Administration Committee moved into Closed Session respecting Item 14.1, pursuant to Section 9.3, Sub-section (d) of the City's Procedural By-law 21-021, as amended, and Section 239(2), Sub-section (d) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to labour relations or employee negotiations.

Councillor Kroetsch relinquished the Chair to Councillor Spadafora for the remainder of the meeting.

**(ii) Procurement Organizational Design Changes (FCS23082) (City Wide) (Item 14.1)**

For disposition of this matter, refer to Item 7.

**(h) ADJOURNMENT (Item 15)**

There being no further business, the Audit, Finance and Administration Committee, was adjourned at 12:58 p.m.

Respectfully submitted,

Councillor Cameron Kroetsch, Chair  
Audit, Finance and Administration  
Committee

Councillor Mike Spadafora, Acting  
Chair  
Audit, Finance and Administration  
Committee

Tamara Bates  
Legislative Coordinator  
Office of the City Clerk

**CITY OF HAMILTON**  
**TAX OPERATING BUDGET VARIANCE REPORT AS AT APRIL 30, 2023**  
**(\$ 000's)**

	2023 Approved Budget	2023 Actuals to April 30	Projected Actuals to Dec. 31	2023 Projected Actuals vs Approved Budget		Comments/Explanations
				\$	%	
<b>PLANNING &amp; ECONOMIC DEVELOPMENT</b>						
General Manager	1,586	478	1,538	48	3.0%	\$21 K Administrative expense savings, \$14 K Space allocation savings for Climate Change Office, \$11 K Net gapping saving.
Transportation, Planning and Parking	3,154	816	3,018	135	4.3%	\$659 K Fees & General: increased revenues Admin fees, Fines, Parking revenue, Processing fees, Tow Fees, On-Street Parking Fees, On-Street Meter Revenue); \$273 K Gapping; Partially offset by: (\$418 K) Reserves: Budgeted \$1.5 M of COVID-19 reserve funding but estimating only receiving \$1.08 M for projected Covid-19 related revenue losses for MTO-Plate Denials (\$1 M), Permit (\$55 K), Parking Revenue (\$25 K); (\$315 K) Contractual: Imperial Parking staffing (\$364 K), partially offset by savings in Information Retrieval \$50 K; (\$41 K) Material and Supply: mostly Computer software (\$17 K) for ticketing software & Ticket expense (\$12 K) due to increased issuance; (\$18 K) Financial: Credit Card Charges (\$11 K) & Processing Fees (6 K)
Building	1,196	(1,723)	1,221	(25)	(2.1)%	Pressure of \$(25) K attributed mainly to \$(58) K gapping pressure partially offset by small savings in various accounts \$1.4 M projected permit fees above forecast inclusive of deferred revenues transferred to Building reserve
Economic Development	5,485	2,496	5,485	(0)	(0.0)%	Forecast to be on budget. Gapping pressure of \$46 K will be absorbed within the divisional budget, being offset by savings in Contractual, Cost allocations and Financial expenditures.
Growth Management	858	(4,603)	852	6	0.7%	\$3.9 M projected revenues above forecast inclusive of deferred revenues and \$806 K projected gapping transferred to Development Fees Stabilization Reserve.
Licensing & By-Law Services	7,162	2,158	7,136	26	0.4%	Gapping savings of \$245 K, \$54 K additional revenues (mostly from unbudgeted Administration Fees), Partially offset by: (\$252 K) Unrealized Budgeted Covid reserve funding for lost revenues likely not required due to positive revenue trends; (\$19 K) Material & Supply due to increased costs for Handheld ticketing software & support.
Planning	3,699	(2,997)	3,696	2	0.1%	\$2.9 M projected revenues above forecast inclusive of deferred revenues and \$385 K net gapping transferred to Development Fees Stabilization Reserve.
Tourism & Culture	10,332	3,290	10,275	57	0.5%	Saving in revenue of \$114 K and \$45 K Gapping; Partially offset by (\$58 K) decreased Site Rental revenues, (\$44 K) increased security at various sites.
<b>TOTAL PLANNING &amp; ECONOMIC DEVELOPMENT</b>	<b>33,471</b>	<b>(83)</b>	<b>33,223</b>	<b>249</b>	<b>0.7%</b>	
<b>HEALTHY AND SAFE COMMUNITIES</b>						
HSC Administration	3,018	1,211	3,066	(48)	(1.6)%	Unfavourable variance due to (\$59 K) gapping due to additional temporary positions offset by \$11 K step differential due to backfilling vacant positions.
Children's and Community Services	11,132	1,897	10,851	281	2.5%	Favourable variance due to gapping and youth employment sponsorship.
Ontario Works	13,419	2,534	13,651	(232)	(1.7)%	Unfavourable variance due to \$371 K pressure attributable to increase in client benefit referrals offset by \$61K in gapping savings and Contractual service savings of \$65 K.
Housing Services	70,051	21,158	71,910	(1,859)	(2.7)%	Unfavourable variance of (\$1.9 M) due to a pressure of (\$4.1 M) in family hotels costs offset by \$2.2 M in social housing provider AIR recoveries.
Affordable Housing Secretariat	3	22	3	0	0.1%	Favourable variance due to gapping and ancillary cost.
Long Term Care	12,826	3,921	13,290	(464)	(3.6)%	Unfavourable variance due to (\$586 K) staffing costs, work accommodation, overtime, Long-term disability, sick pay, cohorting, and (\$105 K) supply and support services costs. This is offset partially by \$227 K in revenue received greater than anticipated including increased level of care funding.
Recreation	37,847	9,206	39,037	(1,190)	(3.1)%	Unfavourable variance due to projected lost revenue in arenas of \$1.2 M, slow return to normal operations as a consequence of COVID, as well as higher than expected costs in contractual obligations offset by savings in Employee Related costs due to challenges in recruitment of required staff. This is mainly attributable to market conditions resulting from COVID.
Hamilton Fire Department	101,107	36,464	101,488	(381)	(0.4)%	Unfavourable variance due to overtime costs for COVID absences with no assumed funding to offset the expenses, (\$229 K), vehicle costs for fuel and tires, (\$85 K), and other contractual costs (\$67 K).
Hamilton Paramedic Service	35,809	8,781	36,194	(385)	(1.1)%	Unfavourable variance due to employee related costs such as overtime (\$520 K), unfunded COVID costs for enhanced cleaning (\$135 K), and operating costs such as oxygen and prescription medications, (\$117 K). Offset partially by a favourable variance due to higher than expected user fee revenue, \$197 K, and lower than expected vehicle costs including fuel, \$190 K.
Public Health Services	14,807	4,012	14,736	71	0.5%	Favourable variance attributable to Registered Nurse full-time equivalent (FTE) vacancy in the Health Hazards and Vector Borne Disease Program.
<b>TOTAL HEALTHY AND SAFE COMMUNITIES</b>	<b>300,020</b>	<b>89,206</b>	<b>304,227</b>	<b>(4,207)</b>	<b>(1.4)%</b>	

- ( ) Denotes unfavourable variance.

- Variances include eligible COVID related funding (identified in Appendix "E" to Report FCS23063)



**CITY OF HAMILTON**  
**TAX OPERATING BUDGET VARIANCE REPORT AS AT APRIL 30, 2023**  
**(\$ 000's)**

	2023 Approved Budget	2023 Actuals to April 30	Projected Actuals to Dec. 31	2023 Projected Actuals vs Approved Budget		Comments/Explanations
				\$	%	
<b>PUBLIC WORKS</b>						
PW-General Administration	(228)	70	0	(228)	100.2%	The General Administration Division is forecasting a variance of (\$225 K) due to: <ul style="list-style-type: none"> <li>\$225 K in unachievable gapping target</li> </ul>
Corporate Asset Management	2,292	679	2,724	(432)	(18.8)%	The Corporate Asset Management Division forecasted variance of (\$432 K) due to: <ul style="list-style-type: none"> <li>\$425 K for unbudgeted temporary staffing to be offset by Departmental gapping</li> </ul>
Corporate Facilities & Energy Management	14,597	4,506	14,855	(258)	(1.8)%	The Corporate Facilities and Energy Management Division is forecasting a variance of (\$258 K) due to: <ul style="list-style-type: none"> <li>Gapping target of \$258 K will not be realized due to the amount of Cost Recovery for the division.</li> </ul>
Engineering Services	0	83	(250)	250	0.0%	The Engineering Services division is forecasting a favourable surplus of \$250 K attributed to: <ul style="list-style-type: none"> <li>\$250 K surplus due to Road Cut Administrative Program fees and Permit Revenues along with other user fee revenues collected for various Corridor Management activities administered by this section.</li> </ul>
Environmental Services	48,073	11,987	47,773	300	0.6%	The Environmental Services Division is forecasting a variance of \$300 K due to: <ul style="list-style-type: none"> <li>\$300 K gapping savings, above the gapping target, from known difficulties in hiring students and seasonal workers, rate differentials and periodic vacancies throughout the year.</li> </ul>
Waste Management	48,596	15,419	51,457	(2,861)	(5.9)%	The Waste Management Division is projecting an unfavourable variance of \$2.9 M mainly due to: <ul style="list-style-type: none"> <li>\$1.3 M higher forecasted contractual costs mainly due from draft 2023 escalation factors calculating higher than budgeted.</li> <li>\$1.2 M lower forecasted revenues on commodities based on tonnages, year-to-date activities and actual v. budgeted commodity prices</li> <li>\$80 K higher forecasted Scale House contractual costs due to current contractor issues and needing to get an emergency contract in place. Tender to follow.</li> <li>\$250 K higher forecasted costs for site security at the Transfer Stations. To be included in the 2024 budget.</li> </ul>
Transit	93,254	44,315	94,961	(1,707)	(1.8)%	The Transit Division is forecasting a unfavourable variance of \$1.7 M mainly due to: <p>Favourable variances of:</p> <ul style="list-style-type: none"> <li>\$6.0 M Salaries, Wages net of Year 7 offset and Gapping Allocation</li> <li>\$1.5 M DARTS Contract</li> <li>\$435 K Taxi Contract</li> <li>\$408 K PRESTO Commissions</li> <li>\$223 K Uniform Expense</li> <li>\$144 K Rebuilt Engines, Transmissions, etc.</li> <li>\$119 K Brinks Pickups, Other Fees and Services</li> <li>\$110 K Pass, Ticket and Transfer Expenses</li> <li>\$80 K Tires and Tubes</li> </ul> <p>Unfavourable variances of:</p> <ul style="list-style-type: none"> <li>(\$3.0 M) Fare Revenue</li> <li>(\$4.1 M) Overtime</li> <li>(\$2.9 M) Sick</li> <li>(\$688 K) Vacation Pay and Stat Holiday Pay</li> <li>(\$567 K) Vehicle Parts inflation impacts</li> <li>(\$194 K) Taxi Scrip Program Coupon Revenue</li> </ul>
Transportation Operations & Maintenance	86,994	34,512	85,730	1,264	1.5%	The Transportation Division is forecasting a surplus of \$1.3 M mainly due to: <p>Favourable variance of \$1.8 M due to:</p> <ul style="list-style-type: none"> <li>\$1.8 M net gapping savings due to seasonal staff due to hiring delays, staff vacancies attributed to normal staff turnover (retirements, job transfers, seasonal hiring, etc.).</li> </ul> <p>Partially offset by unfavourable variances of (\$527 K):</p> <ul style="list-style-type: none"> <li>(\$527 K) mainly due to (\$308 K) of costs associated with increased Diesel Fuel and (\$219 K) for Unleaded Fuel.</li> </ul>
<b>TOTAL PUBLIC WORKS</b>	<b>293,579</b>	<b>111,571</b>	<b>297,251</b>	<b>(3,672)</b>	<b>(1.3)%</b>	

- ( ) Denotes unfavourable variance.

- Variances include eligible COVID related funding (identified in Appendix "E" to Report FCS23063)

**CITY OF HAMILTON**  
**TAX OPERATING BUDGET VARIANCE REPORT AS AT APRIL 30, 2023**  
**(\$ 000's)**

	2023 Approved Budget	2023 Actuals to April 30	Projected Actuals to Dec. 31	2023 Projected Actuals vs Approved Budget		Comments/Explanations
				\$	%	
<b>LEGISLATIVE</b>						
Legislative General	(286)	91	(238)	(48)	16.9%	Savings in contingency & contractual budgets; offset by gapping target, legal and membership fees.
Mavors Office	1,243	356	1,243	(0)	(0.0)%	
Volunteer Committee	121	26	121	(0)	(0.0)%	
Ward Budgets	4,421	1,348	4,421	0	0.0%	
<b>TOTAL LEGISLATIVE</b>	<b>5,499</b>	<b>1,821</b>	<b>5,547</b>	<b>(48)</b>	<b>(0.9)%</b>	
<b>CITY MANAGER</b>						
Auditor General	1,238	368	1,238	(0)	(0.0)%	Gapping due to temporary vacancies offset by external consulting costs to complete audits.
CMO - Admin	254	170	416	(161)	(63.4)%	Temporary staffing costs to support Council transition and City Manager's Office government relations function; retro payments.
Communications and Strategic Initiatives	2,796	946	2,914	(118)	(4.2)%	Additional costs related to recruitment & retention efforts (Internal Communications Officer) to be funded from corporate surplus; Employee leave backfill costs
Digital and Innovation Office	452	(180)	486	(34)	(7.5)%	Temporary Senior Project manager (SPM) costs offset by unused contractual budget.
Government & Community Relations	1,329	320	1,234	95	7.1%	Vacant positions; savings in Government Relations budget.
Human Resources	8,758	2,687	8,920	(161)	(1.8)%	Additional costs related to recruitment and retention efforts (senior project manager) to be funded by corporate surplus; offset by savings in training costs.
<b>TOTAL CITY MANAGER</b>	<b>14,827</b>	<b>4,311</b>	<b>15,207</b>	<b>(380)</b>	<b>(2.6)%</b>	
<b>CORPORATE SERVICES</b>						
City Clerk's Office	3,620	1,729	3,508	112	3.1%	\$224 K Postage recovery, \$71 K Employee cost net of Gapping; Partially offset by: (\$140 K) Postage and freight costs; (\$33 K) Marriage license costs.
Customer Service, POA and Fin'l Integration	6,355	1,937	6,095	260	4.1%	\$209 K Employee related cost, \$75 K Computer software, \$14 K Training, \$12 K Telephone costs; Partially offset by: (\$64 K) Consulting costs.
Financial Serv, Taxation and Corp Controller	4,538	1,320	4,297	241	5.3%	\$269 K Employee cost net of Gapping; Partially offset by: (\$26 K) Consulting services.
Legal Services and Risk Management	4,669	2,308	4,340	329	7.0%	\$336 K Employee related cost; Partially offset by: (\$4 K) Information retrieval.
Corporate Services - Administration	341	97	320	21	6.1%	\$12 K Training, \$5 K Contractual Services, \$3 K Membership Fees
Financial Planning, Admin & Policy	5,576	2,284	5,536	40	0.7%	\$73 K Employee related cost, \$19 K Facilities savings, \$6 K Union billing revenue; Partially offset by: (\$49 K) Subdivision processing fees and interest earned, (\$9 K) Printing and computer costs
Information Technology	19,108	3,967	17,727	1,382	7.2%	\$1.6 M Employee related cost, \$150 K Computer software; Partially offset by: (\$200 K) Temp and contract work, (\$181 K) Training and executive coaching.
<b>TOTAL CORPORATE SERVICES</b>	<b>44,207</b>	<b>13,641</b>	<b>41,822</b>	<b>2,385</b>	<b>5.4%</b>	
<b>CORPORATE FINANCIALS</b>						
Corporate Pensions, Benefits & Contingency	4,017	(519)	4,017	(0)	(0.0)%	Assumed on budget for year-end
Corporate Initiatives	20,513	5,409	20,513	0	0.0%	Assumed on budget for year-end
<b>TOTAL CORPORATE FINANCIALS</b>	<b>24,530</b>	<b>4,890</b>	<b>24,530</b>	<b>(0)</b>	<b>(0.0)%</b>	
<b>HAMILTON ENTERTAINMENT FACILITIES</b>						
Operating	150	3,833	0	150	100.0%	Insurance recoveries budgeted and projected to be recovered from HUPEG.
<b>TOTAL HAMILTON ENTERTAINMENT FACILITIES</b>	<b>150</b>	<b>3,833</b>	<b>0</b>	<b>150</b>	<b>100.0%</b>	
<b>TOTAL CITY EXPENDITURES</b>	<b>716,283</b>	<b>229,189</b>	<b>721,807</b>	<b>(5,524)</b>	<b>(0.8)%</b>	

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**CITY OF HAMILTON**  
**TAX OPERATING BUDGET VARIANCE REPORT AS AT APRIL 30, 2023**  
**(\$ 000's)**

	2023 Approved Budget	2023 Actuals to April 30	Projected Actuals to Dec. 31	2023 Projected Actuals vs Approved Budget		Comments/Explanations
				\$	%	
<b>CAPITAL FINANCING</b>						
Debt-Healthy and Safe Communities	1,169	(314)	660	509	43.5%	
Debt-Planning & Economic Development	1,304	0	25	1,279	98.1%	
Debt-Public Works	33,165	0	19,553	13,612	41.0%	
Debt-Corporate Financials	105,911	101,817	105,187	724	0.7%	
Infrastructure Renewal Lev	13,429	13,429	13,429	(0)	(0.0)%	
<b>TOTAL CAPITAL FINANCING</b>	<b>154,977</b>	<b>114,932</b>	<b>138,854</b>	<b>16,123</b>	<b>10.4%</b>	Surplus in principal and interest savings due to timing in the issuance of debt.
<b>BOARDS &amp; AGENCIES</b>						
<b>Police Services</b>						
Operating	192,361	64,208	192,361	0	0.0%	The March 31, 2023 variance report will be provided to the Hamilton Police Services Board on June 22, 2023.
Capital Financing	1,235	0	1,235	0	0.0%	
<b>Total Police Services</b>	<b>193,596</b>	<b>64,208</b>	<b>193,596</b>	<b>0</b>	<b>0.0%</b>	
<b>Other Boards &amp; Agencies</b>						
Library	33,956	10,242	33,753	203	0.6%	Due to favourable gapping.
Conservation Authorities	8,930	4,678	8,930	0	0.0%	
Hamilton Beach Rescue Unit	6,833	50	6,833	0	0.0%	
Royal Botanical Gardens	143	271	143	0	0.0%	
MPAC	660	3,417	660	0	0.0%	
Farmers Market	242	37	242	(0)	(0.0)%	Planning to be on budget, gapping savings offset by pressures in Consulting for HFM Vision project and Financial for projected unrecoverable bad debts.
<b>Total Other Boards &amp; Agencies</b>	<b>50,765</b>	<b>18,695</b>	<b>50,562</b>	<b>203</b>	<b>0.4%</b>	
<b>Capital Financing - Other Boards &amp; Agencies</b>	<b>198</b>	<b>0</b>	<b>198</b>	<b>(0)</b>	<b>(0.0)%</b>	
<b>City Enrichment Fund</b>	<b>6,575</b>	<b>202</b>	<b>6,575</b>	<b>(0)</b>	<b>(0.0)%</b>	
<b>TOTAL BOARDS &amp; AGENCIES</b>	<b>251,135</b>	<b>83,105</b>	<b>250,930</b>	<b>203</b>	<b>0.1%</b>	
<b>TOTAL EXPENDITURES</b>	<b>1,122,395</b>	<b>427,226</b>	<b>1,111,592</b>	<b>10,803</b>	<b>1.0%</b>	
<b>NON PROGRAM REVENUES</b>						
Slot Revenues	(5,695)	0	(5,695)	0	0.0%	Assumed on budget for year-end
Investment Income	(4,800)	(9,055)	(4,800)	0	0.0%	Assumed on budget for year-end
Hydro Dividend and Other Interest	(6,568)	546	(6,568)	0	0.0%	Assumed on budget for year-end
Tax Remissions and Write Offs	8,818	(3,547)	8,818	0	0.0%	Assumed on budget for year-end
Payment In Lieu	(17,519)	0	(17,519)	0	0.0%	Assumed on budget for year-end
Penalties and Interest	(11,500)	(4,431)	(11,500)	0	0.0%	Assumed on budget for year-end
Right of Way	(3,230)	0	(3,230)	0	0.0%	Assumed on budget for year-end
Senior Tax Credit	534	2	534	0	0.0%	Assumed on budget for year-end
Supplementary Taxes	(10,130)	30	(10,130)	0	0.0%	Assumed on budget for year-end
POA Revenues	(2,698)	(600)	(2,698)	0	0.0%	Assumed on budget for year-end
<b>TOTAL NON PROGRAM REVENUES</b>	<b>(52,787)</b>	<b>(17,056)</b>	<b>(52,787)</b>	<b>0</b>	<b>0.0%</b>	
<b>TOTAL LEVY REQUIREMENT</b>	<b>1,069,608</b>	<b>410,169</b>	<b>1,058,805</b>	<b>10,803</b>	<b>1.0%</b>	

- ( ) Denotes unfavourable variance.

- Variances include eligible COVID related funding (identified in Appendix "E" to Report FCS23063

**CITY OF HAMILTON**  
**2023 COMBINED WATER, WASTEWATER AND STORM OPERATING BUDGET**  
**BUDGET VARIANCE REPORT as of April 30th, 2023**

	<b>2023 Council Approved Budget</b>	<b>2023 YTD Actuals as at April 30th</b>	<b>2023 Full-year Forecast</b>	<b>2023 Projected Variance</b>	
				<b>\$</b>	<b>%</b>
<b>OPERATING EXPENDITURES:</b>	<b>\$</b>				
Divisional Administration & Support	11,498,313	3,723,986	11,498,313	-	0.0%
Woodward Upgrades	1,953,429	578,391	1,953,429	-	0.0%
Customer Service & Community Outreach	6,923,785	1,423,909	8,673,785	(1,750,000)	(25.3%)
Compliance & Regulations	7,843,466	2,435,653	7,843,466	-	0.0%
Water Distribution & Wastewater Collection	24,239,426	5,965,265	24,394,100	(154,674)	(0.6%)
Plant Operations	35,866,472	11,281,612	36,758,866	(892,395)	(2.5%)
Plant Maintenance	12,563,094	3,841,926	12,094,094	469,000	3.7%
Capital Planning & Delivery	5,306,737	1,543,378	5,306,737	-	0.0%
Watershed Management	1,642,718	436,527	1,642,718	-	0.0%
Wastewater Abatement Program	1,142,465	257,846	1,142,465	-	0.0%
Alectra Utilities Service Contract	6,010,198	1,994,555	6,010,198	-	0.0%
Utilities Arrears Program	500,328	30,823	500,328	-	0.0%
Sewer Lateral Management Program	325,000	71,117	325,000	-	0.0%
Hamilton Harbour Remedial Action Plan	604,011	61,725	604,011	-	0.0%
Protective Plumbing Program (3P)	752,938	115,756	752,938	-	0.0%
Financial Charges	86,118	-	86,118	0	0.0%
<b>Sub-total</b>	<b>117,258,498</b>	<b>33,762,469</b>	<b>119,586,567</b>	<b>(2,328,069)</b>	<b>(2.0%)</b>
Capital and Reserve Recoveries	(8,746,180)	(128,033)	(8,746,180)	-	0.0%
<b>Operating Expenditures Sub-Total</b>	<b>108,512,318</b>	<b>33,634,437</b>	<b>110,840,387</b>	<b>(2,328,069)</b>	<b>(2.1%)</b>
<b>Capital and Reserve Impacts on Operating</b>					
<b>Contributions to Capital</b>					
Water Quality Initiatives	64,300,080	62,740,080	62,960,080	1,340,000	2.1%
Wastewater	54,231,042	54,901,042	54,901,042	(670,000)	(1.2%)
Stormwater	14,822,000	15,492,000	15,492,000	(670,000)	(4.5%)
<b>Sub-Total Contributions to Capital</b>	<b>133,353,122</b>	<b>133,133,122</b>	<b>133,353,122</b>	<b>0</b>	<b>0.0%</b>
<b>Contributions for DC Exemptions</b>					
Water Quality Initiatives	2,520,000	-	2,520,000	-	0.0%
Wastewater	4,590,000	-	4,590,000	-	0.0%
Stormwater	1,890,000	-	1,890,000	-	0.0%
<b>Sub-Total Contributions for DC Exemptions</b>	<b>9,000,000</b>	<b>-</b>	<b>9,000,000</b>	<b>-</b>	<b>0.0%</b>
<b>Capital Debt Charges</b>					
Water Quality Initiatives	11,694,759	-	8,153,554	3,541,205	30.3%
Wastewater	13,229,466	-	7,948,226	5,281,240	39.9%
Stormwater	3,780,708	-	2,969,443	811,265	21.5%
DC Debt Charges Recoveries	(7,123,627)	-	(523,598)	(6,600,029)	92.6%
<b>Sub-Total Debt Charges</b>	<b>21,581,306</b>	<b>-</b>	<b>18,547,625</b>	<b>3,033,681</b>	<b>14.1%</b>
<b>Sub-Total Capital Financing</b>	<b>163,934,428</b>	<b>133,133,122</b>	<b>160,900,747</b>	<b>3,033,681</b>	<b>1.9%</b>
<b>Reserve Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Sub-Total Capital and Reserve Impacts on Operating</b>	<b>163,934,428</b>	<b>133,133,122</b>	<b>160,900,747</b>	<b>3,033,681</b>	<b>1.9%</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>272,446,747</b>	<b>166,767,559</b>	<b>271,741,134</b>	<b>705,613</b>	<b>0.3%</b>

**CITY OF HAMILTON**  
**2023 COMBINED WATER, WASTEWATER AND STORM OPERATING BUDGET**  
**BUDGET VARIANCE REPORT as of April 30th, 2023**

	<b>2023 Council Approved Budget</b>	<b>2023 YTD Actuals as at April 30th</b>	<b>2023 Full-year Forecast</b>	<b>2023 Projected Variance</b>	
				<b>\$</b>	<b>%</b>
<b>REVENUES:</b>					
<b>Rate Revenue</b>					
Residential	121,736,239	26,073,673	121,736,239	0	0.0%
Industrial/Commercial/Institutional/Multi-res	128,334,602	27,447,331	127,334,602	(1,000,000)	(0.8%)
Haldimand	3,606,687	922,793	3,606,687	-	0.0%
Halton	310,553	73,560	310,553	-	0.0%
Raw Water	190,100	50,096	190,100	-	0.0%
Non-Metered	1,100,000	183,629	1,100,000	-	0.0%
Private Fire Lines	1,800,000	499,977	1,800,000	-	0.0%
Hauler / 3rd Party Sales	1,892,800	615,333	1,892,800	-	0.0%
Overstrength Agreements	3,439,098	251,564	3,439,098	-	0.0%
Sewer Surcharge Agreements	7,005,322	1,204,586	7,005,322	-	0.0%
<b>Sub-Total Utility Rates</b>	<b>269,415,402</b>	<b>57,322,542</b>	<b>268,415,402</b>	<b>(1,000,000)</b>	<b>(0.4%)</b>
<b>Non-Rate Revenue</b>					
Local Improvement Recoveries	275,850	-	275,850	-	0.0%
Permits / Leases / Agreements	1,151,958	186,120	1,151,958	-	0.0%
Investment Income	450,000	-	450,000	-	0.0%
General Fees and Recoveries	1,153,537	193,627	1,153,537	-	0.0%
<b>Sub-Total Non-Rate Revenue</b>	<b>3,031,345</b>	<b>379,747</b>	<b>3,031,345</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL REVENUES</b>	<b>272,446,747</b>	<b>57,702,289</b>	<b>271,446,747</b>	<b>(1,000,000)</b>	<b>(0.4%)</b>
<b>NET SURPLUS / (DEFICIT)</b>	<b>(0)</b>	<b>109,065,270</b>	<b>(294,387)</b>	<b>(294,387)</b>	

**CITY OF HAMILTON  
BUDGET AMENDMENT SCHEDULE**

**STAFF COMPLEMENT CHANGE**

**Complement Transfer to another division or department and/or change to complement type <sup>(1,2)</sup>**

ITEM #	TRANSFER FROM				TRANSFER TO			
	Department	Division	Position Title (2)	FTE	Department	Division	Position Title (2)	FTE
1.1	Public Works	Transportation	Concrete Finisher	1.00	Public Works	Transportation	Supv Roads Compliance	1.00
	<b>Explanation:</b> To approve the conversion of a Concrete Finisher (CUPE 5167 Grade E) to a Supervisor Roads Compliance (CUPE 1041 Grade 5). Budget variance will be absorbed within the current operating budget to result in no net levy increase.							
1.2	Public Works	Environmental Services	Summer Student (Cemeteries)	0.50	Public Works	Environmental Services	Cemetery Lead Hand	1.00
	Environmental Services		Cemetery Gardener	0.50	<b>Explanation:</b> To approve the conversion of a Summer Student (CUPE 5167) and a Cemetery Gardener (CUPE 5167 Grade E) to a Cemetery Lead Hand (CUPE 5167 Grade G). Budget variance will be absorbed within the current operating budget to result in no net levy increase.			
1.3	Healthy & Safe Communities	Housing Sustainability Investment Roadmap Division	Director Secretariat	1.00	Planning and Economic Development	Planning	Planning Technologist II	1.00
	Planning and Economic Development	Licensing By Law	Admin Secretary - MLE and Licensing	1.00	Healthy & Safe Communities	Housing Sustainability Investment Roadmap Division	Director Secretariat	1.00
	<b>Explanation:</b> To approve the conversion and transfer of an Administrative Secretary to Director Secretariat with pay differential to be absorbed within previously approved Human Services Integration project id #6502141100 and no impact to the 2023 tax levy. Planning Tech II was transferred to HSC as approved with Report FCS22042(b) however operating requirements in Planning Division have changed and the transfer was reassessed in PED.							
1.4	Corporate Services	Financial Planning, Administration, and Policy	Financial Asst II Coop Student	0.5	Corporate Services	Financial Planning, Administration, and Policy	Financial Assistant I	1.00
			Customer Service Rep-Taxation	0.33	<b>Explanation:</b> To convert partial positions which have historically been vacant into 1 Financial Assistant I to support the growing analytical needs in Planning & Economic Development.			
			Intermed Actng Analyst	0.17				
1.5	Public Works	Corporate Facilities & Energy Management	Admin Support Clk PT	0.36	Public Works	Corporate Facilities & Energy Management	Quality Mngmnt Cord	1.00
			Technical Services Technologist Co-op	0.30			Student Local 5	0.16
			Preventative Mtce Coordinator	0.50	<b>Explanation:</b> To transfer 1 FTE from Public Works, Corporate Facilities & Energy Management three partially budgeted FTE positions totaling 1.1 FTE to a new Quality Management Coordinator for the new Quality Management Office as recommended in the Grightmire Lessons Learned Report AUD22004 with the small remaining 0.16FTE used to increase the hours for the Facilities Summer Students. The salary differential of \$32,385 will be prorated and absorbed within the Operating budget for 2023 budget year and the increase included in the 2024 Operating budget.			
1.6	Healthy and Safe Communities	HPS	Logistics Technicians	0.00	Healthy & Safe Communities	HPS	Logistics Technicians	4.00
	<b>Explanation:</b> Hamilton Paramedic Service - These positions are currently temporary unbudgeted positions required due to COVID. As a consequence of post-pandemic new level of service delivery requirements a new standard of critical enhanced cleaning is necessary on a permanent basis. These 4 positions are to become permanent and funded in year from potential in year program operating savings and from 50/50 Provincial funding from 2024 onward.							
1.7	Healthy and Safe Communities	Housing Services	Program Secretary	1.00	Healthy and Safe Communities	Affordable Housing Secretariat	Program Coordinator	1.00
	<b>Explanation:</b> The Housing Sustainability and Investment Roadmap was approved by City Council in April 2023. One of the key components of "infrastructure" necessary to the success of the Roadmap was the creation of a cross-departmental Secretariat to coordinate and facilitate actions and recommendations in the Roadmap. The Secretariat is made up of three FTE positions: 1) Director, Housing Secretariat; 2) Special Advisor, Housing Secretariat; and 3) Program Coordinator, Housing Secretariat. The Program Coordinator position will be vital to the success of the Roadmap and will require a high level of skills, expertise, and experience. The transfer of one FTE from Housing Services to the Secretariat with a pay band upgrade will enable the creation of and adequate resources for the Program Coordinator position.							
1.8	Public Works	Facilities	Warehouse Coordinator	0.00	Healthy & Safe Communities	Hamilton Paramedic Service	Warehouse Coordinator	2.00
			Courier	0.00			Courier	1.00
	<b>Explanation:</b> To move the temporary unbudgeted positions from Public Works-Facilities to permanent Hamilton Paramedic Service positions. During COVID, a warehouse was created to handle all PPE distribution, storage and inventory control for the City. These positions controlled all of the PPE inventory required by all divisions in the City. As a consequence of post-pandemic new level of service delivery standards, this program is required to be a permanent service managed by Hamilton Paramedic Service. Therefore, these temporary unbudgeted positions are recommended to be transferred from Public Works-Facilities to Hamilton Paramedic Service in 2023 and made permanent. These 3 positions will be funded in year from potential operating program savings and then to be included in the 2024 Operating Budget, in order to receive 50/50 funding in the 2025 Operating Budget and beyond.							

**Note** - Complement transfers include the transfer of corresponding budget.

(1) - All other budgeted complement changes that require Council approval per Budgeted Complement Control Policy must be done through either separate report or the budget process (i.e. Increasing/decreasing budgeted complement).

(2) - If a position is changing, the impact of the change is within 1 pay band unless specified.

**CITY OF HAMILTON  
 BUDGET AMENDMENT SCHEDULE**

**BUDGET RESTATEMENT**

**Budget Transfer to another division or department**

ITEM #	TRANSFER FROM			TRANSFER TO		
	Department	Division	Amount	Department	Division	Amount
1.1	Corporate Services	Non Program Expense- Dept ID 205090	\$75,000	Healthy & Safe Communities	Public Health Services (Dept ID 676000)	\$75,000
	<b>Explanation:</b> To transfer Hamilton Physicians budget from Corporate Financials to Public Health Services					
1.2	Healthy & Safe Communities	Children's & Community Services	\$834,544	Healthy & Safe Communities	Indigenous Relations	\$834,544
	<b>Explanation:</b> To transfer FTE and budget for Indigenous Strategy program from CCS to a new Division; Indigenous Relations.					
1.3	Healthy & Safe Communities	Children's & Community Services	\$137,700	Healthy & Safe Communities	Ontario Works	\$137,700
	<b>Explanation:</b> To transfer responsibility for the Hamilton Roundtable for Poverty Reduction (HRPR) budget from Children Services to Ontario Works					
1.4	Healthy & Safe Communities	Housing Services	\$78,004	Healthy & Safe Communities	Affordable Housing Secretariat	\$78,004
	<b>Explanation:</b> To transfer 1.00 budgeted FTE to Affordable Housing Secretariat from Housing.					

**Note** - Above budget transfers remain in the same cost category.

**CITY OF HAMILTON**  
**BUDGETED COMPLEMENT TEMPORARY EXTENSION SCHEDULE**

**TEMPORARY POSITION EXTENSIONS**

**Extensions to temporary positions with terms of 24 months or greater as per the Budgeted Complement Control Policy**

ITEM #	POSITION DETAILS			
	<u>Department</u>	<u>Division</u>	<u>Position Title</u>	<u>FTE</u>
1.1	Corporate Services	Financial Planning Administration and Policy	Senior Project Manager	1.0
<b>Explanation:</b> Contract extension for temporary staff requested for additional 18 months - period October 1st, 2023 to March 31, 2025. To complete work related to the City's 2024 DC By-law update and other divisional initiatives.				



**THIS AMENDING WATER SUPPLY AGREEMENT (2023)** made with effect as of the \_\_\_th day of \_\_\_\_\_, 2023 **BETWEEN:**

CITY OF HAMILTON

(hereinafter called "**Hamilton**")

- and -

THE REGIONAL MUNICIPALITY OF HALTON

(hereinafter called "**Halton**")

## **RECITALS**

- a. Halton and Hamilton entered into an agreement dated November 17, 2011 for the supply of water to Halton Communities (the "**2011 Water Supply Agreement**"). Subsequently, the 2011 Water Supply Agreement was renewed in accordance with the renewal terms of that agreement for the term of November 17, 2021 to November 16, 2031 on the same terms and conditions.
- b. Halton Regional Council endorsed the recommendations of Report LPS94-20/PW-31-20 for amendments to the renewed 2011 Water Supply Agreement. The 2011 Water Supply Agreement was amended by an Amending Water Supply Agreement made with effect as of the 24<sup>th</sup> of June, 2021 hereinafter and collectively referred to as the "**Water Supply Agreement.**"
- c. Halton has requested that the Water Supply Agreement be amended to permit an increase in flow rate that would ensure Halton's fire flow requirements are met in the North Aldershot Community through this "**Amending Water Supply Agreement (2023)**".

**NOW THEREFORE**, in consideration of the mutual covenants and obligations contained herein and subject to the terms and conditions hereinafter set out, Hamilton and Halton agree as follows:

1. The Water Supply Agreement shall be amended by deleting section 2.05:

2.05 Maximum Water Consumption Amount

Halton shall not withdraw water at any time that exceeds: (a) a maximum daily volume of 1,000,000 litres; or (b) a flow rate of 5,500 litres/minute.

The deleted section shall be replaced with:

2.05 Maximum Water Consumption Amount

In the Bridgeview and Snake Road Communities and at 720, 768 and 780 Mountain Brow Road West, Halton shall not withdraw water at any time that exceeds: (a) a maximum daily volume of 1,000,000 litres; or (b) a flow rate of 92 litres/second.

In the North Aldershot Community at the Waterdown Road point of delivery, Halton shall not withdraw water at any time that exceeds: (a) a maximum daily volume of 1,000,000 litres; or (b) a flow rate of 150 litres/second.

2. The Water Supply Agreement shall be amended by deleting subsection 3.03 (d):
  - d) a supply of water not greater than 1,000,000 litres per day in volume at a flow rate not greater than 5,500 litres/minute.

The deleted subsection shall be replaced with:

- d) In the Bridgeview and Snake Road Communities and at 720, 768 and 780 Mountain Brow Road West, a supply of water not greater than (a) 1,000,000 litres per day in volume; or (b) a flow rate not greater than 92 litres/second. It is acknowledged that high flow rates are not sustainable for an extended time. For instance, the maximum flow rate of 92 litres/second is available for a maximum of 2 hours, and is anticipated to be used for only firefighting and water quality flushing purposes.

3. The Water Supply Agreement is amended by adding the following subsection 3.03 (e):

- e) In the North Aldershot Community at the Waterdown Road point of delivery, (a) a maximum supply of water not greater than 1,000,000 litres per day in volume; or (b) a flow rate not greater than 150 litres/second. It is acknowledged that high flow rates are not sustainable for an extended time. For instance, the maximum flow rate of 150 litres/second is available for a maximum of 2 hours, and is anticipated to be used for only firefighting and water quality flushing purposes.

4. The Water Supply Agreement shall be amended by deleting subsection 3.05 Temporary Discontinuations

Hamilton shall be permitted to temporarily discontinue the delivery of water at the Delivery Points if an emergency, as determined in Hamilton's sole discretion, acting reasonably, exists in Hamilton or upon receiving the prior written consent of Halton, it being understood that in either event, any such discontinuance shall be of the minimum duration possible in the circumstances. Hamilton shall use its reasonable efforts to provide Halton with prior notice of any such discontinuance given the circumstances of each event.

The deleted subsection shall be replaced with:

### 3.05 Temporary Discontinuations and Reductions To Service

Hamilton shall be permitted to temporarily discontinue the delivery, reduce the quantity and/or reduce the rate of flow of water at the Delivery Points when necessary, arising out of any of the following circumstances:

- a) If an emergency, as determined in Hamilton's sole discretion, acting reasonably exists;
- b) If the prior written consent of the Halton is obtained; or
- c) If Hamilton is performing planned or unplanned maintenance, rehabilitation, or repairs,

it is being understood that any such discontinuation or reduction shall be of the minimum duration reasonably possible in the circumstances. Hamilton shall use its reasonable efforts to provide Halton with prior notice of any such discontinuance given the circumstances of each event.

- 3 In all other respects, the Water Supply Agreement shall remain in full force and unamended.
- 4 This Amending Water Supply Agreement (2023) may be executed by the parties in separate counterparts each of which when so executed and delivered to all of the parties shall be deemed to be and shall be read as a single agreement among the parties and may be executed and delivered by means of electronic transmission.
- 5 This Amending Water Supply Agreement (2023) shall be binding upon and enure to the benefit of the parties hereto and their respective successors and assigns.

THE REMAINDER OF THIS PAGE HAS BEEN LEFT BLANK TENTIONALLY

SIGNATURES ARE ON PAGE 3 OF THIS AGREEMENT

IN WITNESS WHEREOF the parties have, by the signature of their representatives duly authorized in that behalf entered into this Amending Water Supply Agreement (2023).

**SIGNED, SEALED AND DELIVERED** )

this day of , 2023 )

at the City of Hamilton, )

Province of Ontario )

this<sup>27</sup> day of June , 2023 )

at the Town of Oakville, )

Province of Ontario )

**CITY OF HAMILTON**

Per: \_\_\_\_\_

Name: Andrea Horwath

Title: Mayor

Per: \_\_\_\_\_

Name: Andrea Holland

Title: City Clerk

**THE REGIONAL MUNICIPALITY  
OF HALTON**

DocuSigned by:  
Per: Andrew Farr

Name: Andrew Farr

Title: Commissioner of Public Works

**THIS AMENDING WATER SUPPLY AGREEMENT** made with effect as of the 21th day of June, 2021 **BETWEEN:**

CITY OF HAMILTON

(hereinafter called "Hamilton")

- and -

THE REGIONAL MUNICIPALITY OF HALTON

(hereinafter called "Halton")

**RECITALS**

- a. Halton and Hamilton entered into an agreement dated November 17, 2011 for the supply of water to Halton Communities (the "2011 Water Supply Agreement"). Subsequently, the 2011 Water Supply Agreement was renewed in accordance with the renewal terms of that Agreement for the term of November 17, 2021 to November 16, 2031 on the same terms and conditions.
- b. Halton Regional Council has endorsed the recommendations in LPS94-20/PW-31-20 directing the Commissioner of Public Works to enter the necessary agreements with the City of Hamilton.
- c. Halton and Hamilton have, in accordance with the terms and conditions of that agreement, agreed to amend the 2011 Water Supply Agreement as hereinafter set out.
- d. The 2011 Water Supply Agreement as amended by this Amending Water Supply Agreement is hereinafter referred to as the "Water Supply Agreement."

**NOW THEREFORE**, in consideration of the mutual covenants and obligations contained herein and subject to the terms and conditions hereinafter set out, Hamilton and Halton agree as follows:

- 1. The Water Supply Agreement shall be amended by deleting the following recital on page 1:

**AND WHEREAS** pursuant to the provisions of section 20 of the Municipal Act, 2001 S.O. 2001, c. 25, Halton and Hamilton are permitted to enter into this Agreement for the supply of water to an adjoining municipality

The deleted recital shall be replaced with:

**AND WHEREAS** pursuant to the provisions of sections 19 and 20 of the Municipal Act, 2001 S.O. 2001, c. 25, Halton and Hamilton are permitted to enter into this Agreement for the supply of water to an adjoining municipality

2. The Water Supply Agreement shall be amended by adding the following recitals at the end of page 1:

**AND WHEREAS** Halton and Hamilton intend that Hamilton would service the properties at 720, 768 and 780 Mountain Brow Road West (the "**New Mountain Brow Properties**") with a secure supply of water and no future main pipeline is required to service the properties at 720, 768 and 780 Mountain Brow Road West, subject to Halton or the owners of the New Mountain Brow Properties paying Hamilton for all costs for any service line and connection between the main pipeline and the New Mountain Brow Properties.

**AND WHEREAS** Halton and Hamilton acknowledge that Hamilton has and intends to continue to service the properties at 8, 24, 38 Mountain Brow Road West (the "**Existing Mountain Brow Properties**") with a secure supply of water and Hamilton constructed the necessary infrastructure to provide water service to 8, 24, 38 Mountain Brow Road West.

**AND WHEREAS** the Water Supply Agreement was renewed in accordance with the renewal terms of that Agreement for the term of November 17, 2021 to November 16, 2031 on the same terms and conditions.

3. The Water Supply Agreement shall be amended by deleting section 1.01 on page 2:

1.01 Pipeline

All water provided by Hamilton to the Bridgeview, North Aldershot and Snake Road communities (the "**Communities**") with respect to this Agreement shall be provided through pipelines constructed by Halton (the "**Pipelines**").

The deleted section shall be replaced with:

1.01 Pipeline & Services

All water provided by Hamilton to the Bridgeview, North Aldershot, Snake Road communities (the "**Communities**") with respect to this Agreement shall be provided through pipelines that have been constructed by Halton (the "**Pipelines**").

All water provided by Hamilton to the New Mountain Brow Properties and the Existing Mountain Brow Properties (collectively the "**Mountain Brow Properties**") with respect to this Agreement shall be provided through water service pipes, which for the Existing Mountain Brow Properties, have already been constructed by Hamilton, and for the New Mountain Brow Properties, shall be constructed by Halton, the benefitting property owners or their agents (the "**Mountain Brow Services**").

Notwithstanding anything else in this Agreement, neither party shall be obligated to provide any water, unless a water service pipe is in place, meeting all applicable

laws, regulations, standards, codes and other rules. For clarity, Hamilton shall not be obligated to provide any service to the New Mountain Brow Properties, unless and until a service line and connection between the pipeline and the New Mountain Brow Properties has been installed. Halton or the owners of the New Mountain Brow Properties shall be responsible for the cost of any such service line and/or connection.

4. The Water Supply Agreement shall be amended by deleting section 1.02 on page 2:

1.02 Ownership of the Pipeline

All right, title and interest in the Pipelines and any related infrastructure located within Hamilton, together with any water meters supplied by Hamilton, shall be and remain vested in Hamilton. The chamber and valves related to each water meter shall be owned and maintained by Halton. The water meter shall be owned and maintained by Hamilton.

The deleted section shall be replaced with:

1.02 Pipeline & Mountain Brow Services

All right, title and interest in the Pipelines, all infrastructure located solely within Hamilton, and any water meters supplied by Hamilton shall be owned by Hamilton. All right, title and interest in the Pipelines located within a boundary road shall be owned by Hamilton.

All right, title and interest in the Mountain Brow Services and any related infrastructure located within a boundary road shall be owned by Hamilton. Any service lines to Halton Residents within the boundary road, any chamber and any valves related to each water meter shall be owned and maintained by Halton.

The delivery point for the Communities is agreed to be the water meter that adjoins the Hamilton drinking water system to the Halton Pipeline. The delivery point for the Mountain Brow Properties is agreed to be the Mountain Brow Service connection to the Hamilton drinking water system, subject to Section 1.01.

Hamilton and Halton acknowledge and agree that water pressures are expected to be near or above 100 psi in some Hamilton pipelines, including near the New Mountain Brow Properties. Where such water pressures are measured or discovered, Halton shall ensure that a residential pressure reduction management valve, or similar equipment, is installed and maintained, and Hamilton shall not be responsible for any damage caused by any pressure within a Hamilton pipeline in excess of 100 psi. Additionally, Halton shall include a clause in its agreements with the Mountain Brow Properties for the supply of water that gives Hamilton third-party beneficiary rights to defend, release, indemnify and hold harmless Hamilton on the same basis as Halton.

Hamilton and Halton agree to exchange, free of any fee or charge, any and all designs, drawings, manuals, warranties, agreements or other documents for the Pipelines arising from the normal course of construction within a reasonable amount of time, upon request of the other party. The parties further agree to denote all delivery points on any drawing.

5. The Water Supply Agreement shall be amended by deleting section 2.03 on page 3:

2.03 Maintenance

Halton covenants and agrees to be fully responsible for: (a) all water meter chambers; and (b) the maintenance of all works and/or infrastructure associated with the said water supply which are located within Halton. Hamilton hereby agrees to provide access within a reasonable period of time to Halton for the said maintenance and Halton agrees to defend, indemnify and save harmless Hamilton from and against all claims, actions, losses, expenses, costs or damages of every nature and kind whatsoever arising as a result of such maintenance by Halton.

The deleted section shall be replaced with:

2.03 Maintenance

Halton covenants and agrees to be fully responsible for: (a) all water meter chambers and valves; and (b) the maintenance of all works and/or infrastructure associated with the said water supply which are located within Halton. Hamilton hereby agrees to provide access within a reasonable period of time to Halton for the said maintenance and Halton agrees to defend, indemnify and save harmless Hamilton from and against all claims, actions, losses, expenses, costs or damages of every nature and kind whatsoever arising as a result of such maintenance by Halton.

Subject to Sections 1.01 and this 2.03, Hamilton covenants and agrees to be fully responsible for: (a) all water service pipes to the Mountain Brow Properties; and (b) the maintenance of all water service pipe works and/or infrastructure associated with the said Mountain Brow Services that are located within boundary roads. Halton hereby agrees to provide access within a reasonable period of time to Hamilton for the said maintenance, as may be required. Halton shall pay Hamilton for all costs related to the maintenance of Mountain Brow Services within boundary roads.

6. In all other respects, the Water Supply Agreement shall remain in full force and unamended.
7. This Water Supply Agreement may be executed by the parties in separate counterparts each of which when so executed and delivered to all of the parties shall be deemed to be and



shall be read as a single agreement among the parties and may be executed and delivered by means of electronic transmission.

- 8. This Water Supply Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF the parties have, by the signature of their representatives duly authorized in that behalf entered into this Amending Water Supply Agreement.

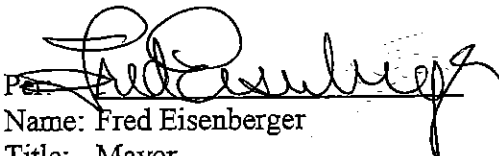
**SIGNED, SEALED AND DELIVERED** )

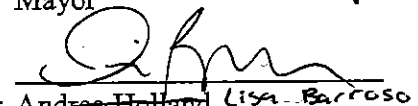
this 24 day of June, 2021 )  
 at the City of Hamilton, )  
 Province of Ontario )

June 9, 2021 )

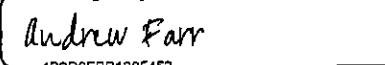
this day of , 2021 )  
 at the Town of Oakville, )  
 Province of Ontario )

**CITY OF HAMILTON**

Per:   
 Name: Fred Eisenberger  
 Title: Mayor

Per:   
 Name: ~~Andrea Holland~~ Lisa Barroso  
 Title: City Clerk

**THE REGIONAL MUNICIPALITY OF HALTON**

Designated by:  
 Per:   
 Name: Andrew Farr  
 Title: Commissioner of Public Works

OFFICE OF THE CLERK	
APPROVED BY COUNCIL	
DATE	June 23 2021
AUTHORITY	ACA report 21-010
INTL	PR YEAR FILE 21/15316

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**WATER SUPPLY AGREEMENT**

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DATED: November 17, 2011

BETWEEN:

**CITY OF HAMILTON**

- and -

**THE REGIONAL MUNICIPALITY OF HALTON**

**WATER SUPPLY AGREEMENT  
BETWEEN CITY OF HAMILTON  
AND  
THE REGIONAL MUNICIPALITY OF HALTON**

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THIS AGREEMENT made in sextuplicate this 17<sup>th</sup> day of November 2011  
BETWEEN:

CITY OF HAMILTON  
(hereinafter called "Hamilton")

OF THE FIRST PART,

-and-

THE REGIONAL MUNICIPALITY OF HALTON,  
(hereinafter called "Halton")

OF THE SECOND PART.

WHEREAS Halton and Hamilton are both municipal corporations governed in accordance with the Municipal Act, 2001 S.O. 2001, c. 25;

AND WHEREAS pursuant to the provisions of section 11 of the Municipal Act, 2001 S.O. 2001, c. 25, Halton has the exclusive responsibility in its jurisdiction for public utilities, including water distribution, production, treatment and storage;

AND WHEREAS pursuant to the provisions of section 10 of the Municipal Act, 2001 S.O. 2001, c. 25, Hamilton has the exclusive responsibility in its jurisdiction for public utilities, including water distribution, production, treatment and storage;

AND WHEREAS pursuant to the provisions of section 20 of the Municipal Act, 2001 S.O. 2001, c. 25, Halton and Hamilton are permitted to enter into this Agreement for the supply of water to an adjoining municipality;

AND WHEREAS Halton was in need of a secure supply of water to service the Bridgeview Community in the City of Burlington, in the Regional Municipality of Halton and entered into an Agreement with Hamilton for the provision of water to the Bridgeview Community in 1998;

AND WHEREAS Halton and Hamilton further agreed that Hamilton would service the North Aldershot and Snake Road Communities with a secure supply of water;

AND WHEREAS Halton constructed the necessary infrastructure to provide water service to the North Aldershot and Snake Road Communities;

**AND WHEREAS** Halton and Hamilton wish to amend and renew the agreements for the supply of water to the Communities (as defined below);

**AND WHEREAS** at a meeting held on September 14, 2011 Halton Regional Council resolved to approve Report No. PW-49-11 of the Planning & Public Works Committee;

**AND WHEREAS** at a meeting held on June 29, 2011 Hamilton City Council resolved to approve Item No. 14 of the Audit, Finance and Administration Committee Report No. 11-009;

**NOW THEREFORE, WITNESSETH THAT** in consideration of the mutual covenants and obligations contained herein and subject to the terms and conditions hereinafter set out, Hamilton and Halton hereto agree as follows:

ARTICLE - I

PIPELINE AND APPURTENANCES

1.01 Pipeline

All water provided by Hamilton to the Bridgeview, North Aldershot and Snake Road communities (the "**Communities**") with respect to this Agreement shall be provided through pipelines constructed by Halton (the "**Pipelines**").

1.02 Ownership of the Pipeline

All right, title and interest in the Pipelines and any related infrastructure located within Hamilton, together with any water meters supplied by Hamilton, shall be and remain vested in Hamilton. The chamber and valves related to each water meter shall be owned and maintained by Halton. The water meter shall be owned and maintained by Hamilton.

1.03 Future Pipelines

It is the intention of Hamilton and Halton that the terms of this Agreement shall apply to any communities that may need a supply of water from Hamilton in the future (in each case, a "**Future Community**").

In the event that Halton determines that the terms of this Agreement should apply to a Future Community:

- (a) Halton shall request of Hamilton that this Agreement apply to a future agreement;
- (b) Hamilton shall agree to such request, provided that:

- (i) such application to a Future Community shall not affect Hamilton's ability to supply water to Hamilton's ratepayer in the same manner as then currently provided, in Hamilton's sole and absolute discretion;
- (ii) an engineer shall confirm on Halton's behalf that such application to a Future Community will not result in an increase in the volume and flow rates described in section 2.05 of this Agreement;
- (iii) Halton shall be responsible for all capital costs associated with the installation of Pipelines, related infrastructure and water meters required to serve a Future Community; and
- (iv) this Agreement shall be read with all necessary grammatical and interpretive changes required such that all references herein shall also be a reference to the supply of water by Hamilton to any such Future Community.

ARTICLE – II

COVENANTS OF HALTON

2.01 Payment for Supply of Water

Halton shall pay for all water delivered through the Pipelines at the rate set out at subsection 4.02 of this Agreement.

2.02 Installation of Backflow Prevention Device

Halton shall be permitted to install a backflow prevention device at all Pipeline delivery points. The maintenance and operation of the backflow prevention device shall be the exclusive responsibility of Halton and it shall be the responsibility of Halton to ensure that said backflow prevention device meets any applicable standards (i.e. CSA.64.10).

2.03 Maintenance

Halton covenants and agrees to be fully responsible for: (a) all water meter chambers; and (b) the maintenance of all works and/or infrastructure associated with the said water supply which are located within Halton. Hamilton hereby agrees to provide access within a reasonable period of time to Halton for the said maintenance and Halton agrees to defend, indemnify and save harmless Hamilton from and against all claims, actions, losses, expenses, costs or damages of every nature and kind whatsoever arising as a result of such maintenance by Halton.

**2.04 Connection Rights**

Halton agrees and understands that Hamilton (including parties acting at the direction or request of Hamilton) shall at all times be permitted to connect service lines and lateral mains to the Pipelines.

**2.05 Maximum Water Consumption Amount**

Halton shall not withdraw water at any time that exceeds: (a) a maximum daily volume of 1,000,000 litres; or (b) a flow rate of 5,500 litres/minute.

**2.06 Water Testing**

Upon provision of not less than seven days prior written notice delivered to Hamilton, Halton shall be permitted access to the water meter(s) used in relation to the supply of water pursuant to this Agreement for the purposes of testing them and inspecting their operation.

**ARTICLE – III**

**COVENANTS OF HAMILTON**

**3.01 Suitability of Pipelines**

Hamilton warrants that the Pipelines are in good working order and are suitable for the purposes of this Agreement.

**3.02 Maintenance of the Pipelines**

Hamilton covenants and agrees to be fully responsible for the maintenance of all works and/or infrastructure associated with the said water supply which are located within Hamilton. Such maintenance shall be to the generally accepted standard for water pipeline maintenance in Hamilton.

**3.03 Water Supply**

Hamilton shall deliver water having the following characteristics and quality to the Delivery Point:

- a) water meeting the Ministry of the Environment's water quality standards, as amended from time to time;
- b) water meeting all standards of the *Safe Drinking Water Act, 2002*, S.O. 2002, c. 32, as amended from time to time;
- c) water of the same quality as that supplied to consumers in Hamilton; and

- d) a supply of water not greater than 1,000,000 litres per day in volume at a flow rate not greater than 5,500 litres/minute.

### 3.04 Interruption of Supply

In the event that Hamilton is prevented from carrying out its obligations for supply under this Agreement for reason of any industrial disturbance, insurrection, riot, embargo, fire or explosion, act of God or war or by order of any legislative or federal authority or commission having jurisdiction over it, or by any other similar acts over which Hamilton has no control and cannot reasonably prevent; Hamilton shall, to the extent to which it is so prevented from carrying out any such obligation, be relieved from same while such disability continues.

### 3.05 Temporary Discontinuations

Hamilton shall be permitted to temporarily discontinue the delivery of water at the Delivery Points if an emergency, as determined in Hamilton's sole discretion, acting reasonably, exists in Hamilton or upon receiving the prior written consent of Halton, it being understood that in either event, any such discontinuance shall be of the minimum duration possible in the circumstances. Hamilton shall use its reasonable efforts to provide Halton with prior notice of any such discontinuance given the circumstances of each event.

### 3.06 Emergency Backup

In the event Hamilton discontinues or interrupts the delivery of water at the Delivery Points, Halton shall, at its sole cost and expense, be responsible to supply the Communities with an emergency supply of water until the regular water supply is restored.

### 3.07 Communication Protocol

In the event of any issue with respect to the supply (including the flow) of water arises during the Term, Halton and Hamilton shall follow the protocols outlined in the Memorandum of Understanding (the "MOU") entered into from time to time during the term of this Agreement by Hamilton and Halton. A copy of the MOU in effect as of the date hereof, signed by City of Hamilton Water & Wastewater Division on March 17, 2008 and by Region of Halton Water & Wastewater Division on April 29, 2008, including the appendix thereto, is attached hereto as Appendix "A".

In the event of any contradiction between the terms of the body of this Agreement and the MOU, the terms of the MOU shall govern.



ARTICLE – IV

BILLING

4.01 Invoice Frequency

Hamilton shall invoice Halton for water actually supplied to Halton on a monthly basis.

4.02 Billing Amount

Hamilton shall invoice Halton at 1.5 times the current rate that from time to time Hamilton charges for the supply of water to its consumers within the City of Hamilton. The billing amount shall include all charges relating to the operation and maintenance of the water meter(s) and appurtenances thereto that are located within the boundaries of Hamilton. Halton covenants and agrees that it shall be fully responsible for the cost of the hydro and maintenance of the water meter chambers in accordance with the City Waterworks By-law R84-026, as amended, re-enacted or replaced from time to time.

4.03 Interest

Halton shall pay interest on overdue accounts calculated at the same rate as charged on overdue accounts to consumers within the City of Hamilton.

4.04 Inaccuracies of Meter Readings

In the event that Hamilton or Halton determine that the water supplied to the Delivery Points is not being recorded or has not been recorded accurately for a period of time, Hamilton shall estimate the volume of said water delivered during comparable periods and such determinations and estimates shall be final and binding, and rates as provided in this Agreement shall be charged thereon. The volume estimated must be within 5% of the maximum billed volume for comparable periods. Monetary adjustments for any water supplied but not recorded accurately shall not exceed 90 days of supply in any given period.

ARTICLE – V

LIMITATION OF LIABILITY

5:01 Disclaimer

Hamilton shall not be responsible for any loss or damage sustained directly or indirectly by reason of any variation or temporary interruption in the water supply delivered hereunder or the failure to supply such water or to supply sufficient water to Halton by reason of the construction, administration, operation, repair, replacement or maintenance

of its water works system and, except as otherwise provided in this Agreement, Hamilton shall not be responsible or liable for any loss suffered by Halton that is related to or that would not arise, but for this Agreement and anything done under by reason of this Agreement. For added certainty, and without limiting the generality of the foregoing, it is agreed that due to weather and other circumstances beyond the control of Hamilton, the pressure at the Delivery Points may vary and Hamilton shall not be responsible for such variations in pressure.

#### 5.02 Standard of Care

When undertaking the construction, administration, operation, repair, replacement or maintenance of the water works system contemplated by this Agreement, Hamilton shall use the same standard of care used in relation to the construction, administration, operation, repair, replacement or maintenance of the water works systems in Hamilton generally.

#### 5.03 Notice to Halton

Hamilton shall also be responsible to provide Halton with sufficient notice when undertaking any works which may impact the pressure at the Delivery Points so that Halton may in turn notify the Communities.

#### 5.04 Exception

In the event that Hamilton does not properly notify Halton as set forth in section 5.03 above, Halton will be permitted to seek indemnification from Hamilton from and against all claims, actions, losses, expenses, costs or damages of every nature and kind whatsoever to the extent that Hamilton is liable for not properly notifying Halton.

### ARTICLE - VI

#### INDEMNITY

#### 6.01 Indemnity to Hamilton

Halton shall and does hereby for all times covenant to defend, indemnify and save harmless Hamilton, its elected officials, officers, employees and agents, from and against any and all actions, causes of action, interest, claims, demands, costs, damages, expenses, loss or other proceedings however arising which Hamilton may bear, suffer or be put to by reason of this Agreement except to the extent such proceedings are due to the negligence of Hamilton, its elected officials, officers, employees or agents.

#### 6.02 Indemnity to Halton

Hamilton shall and does hereby for all times covenant to defend, indemnify and save harmless Halton, its elected officials, officers, employees and agents, from and against any and all actions, causes of action, interest, claims, demands, costs, damages, expenses, loss or other proceedings however arising which Halton may bear, suffer or be put to by reason of this Agreement except to the extent such proceedings are due to the negligence of Halton, its elected officials, officers, employees or agents.

## ARTICLE - VII

### INSURANCE

#### 7.01 Commercial General Liability Insurance

Halton shall effect at its own expense (including the cost of deductibles), and maintain and keep in force during the Term, insurance coverage naming as additional insureds, the City of Hamilton and the Ministry of Transportation of Ontario including a Cross Liability Provision, against all claims for personal injury, death, property damage or loss, arising from any accident or occurrence relating to this Agreement in an amount not less than Ten Million Dollars (\$10,000,000.00) in respect of each claim or occurrence.

Hamilton shall effect at its own expense (including the cost of deductibles), and maintain and keep in force during the Term, insurance coverage naming as additional insureds, The Regional Municipality of Halton and the Ministry of Transportation of Ontario including a Cross Liability Provision, against all claims for personal injury, death, property damage or loss, arising from any accident or occurrence relating to this Agreement in an amount not less than Ten Million Dollars (\$10,000,000.00) in respect of each claim or occurrence.

#### 7.02 Acceptability, Termination, Cancellation

All insurers shall be licensed to do business in Ontario. Certificates of Insurance originally signed by authorized representatives, or, if required by Hamilton, certified copies of policies, shall be delivered to Hamilton, at Halton's cost, prior to the commencement of this Agreement, and for all policy renewals thereafter.

The insurance certificates/policies shall contain a clause that the insurers shall not cancel or materially change coverage as would affect this Agreement, without providing Hamilton at least thirty (30) days prior written notice.

If Halton fails to ensure any such policies are maintained, Hamilton may do so (but it is not obliged to) and pay the premium, and in that event Halton will reimburse Hamilton the amount so paid as premium.

#### 7.03 Primary Coverage

All insurance coverages referred to in this Agreement shall be primary and not call into contribution any other insurance coverages.

## ARTICLE – VIII

### TERM

#### 8.01 Term of Agreement

Subject to the other terms of this Article VIII, this Agreement shall remain in full force and effect for a term of ten (10) years from the date of execution of this Agreement (together with any renewal term, the "Term").

#### 8.02 Early Termination by Halton

In the event that the supply of water from Hamilton pursuant to this Agreement is no longer required by Halton, in Halton's sole discretion, then upon providing Hamilton with not less than 120 days notice in accordance with the notice provisions contained at subsection 10.01 of this Agreement, Halton may terminate this Agreement. In so terminating this Agreement, Halton shall remove or disconnect the Pipelines and the water meter(s), water meter chamber(s) and all appurtenances and restore the lands associated therewith to a reasonable condition, in the opinion of Hamilton, and that Halton shall be responsible for all expenses associated with such removal, disconnection and restoration.

#### 8.03 Early Termination by Hamilton

In the event that during the Term, there is not sufficient capacity in Hamilton's waterworks system to continue to supply Halton the volumes and rates of water referred to herein, in Hamilton's sole opinion, acting reasonably, then upon Hamilton providing Halton with not less than two years notice, in accordance with the notice provisions contained at subsection 10.01 of this Agreement, Hamilton may terminate this Agreement. Hamilton shall not be responsible for any loss, expense or damage sustained directly or indirectly by Halton by reason of Hamilton exercising its right to terminate this Agreement as set out in this subsection 8.03. Further, in so terminating this Agreement, Halton shall remove or disconnect the Pipelines and the water meter(s), water meter chamber(s) and all appurtenances and restore the lands associated therewith to a reasonable condition, in the opinion of Hamilton, and that Halton shall be responsible for all expenses associated with such removal, disconnection and restoration.

#### 8.04 Renewal

Either party may, by giving written notice to the other in accordance with the notice provisions contained at subsection 10.01 of this Agreement, not less two years before

expiry of the Term to extend the Term for a renewal period of ten years. An extension for any renewal period shall be on the same terms and conditions as set out in this Agreement unless otherwise agreed upon by the Parties.

## ARTICLE – IX

### DISPUTES

#### 9.01 Dispute Resolution

If a dispute arises under this Agreement which is not resolved by the operational personnel involved, Halton's Director of Water Services and Hamilton's Senior Director of Environment and Sustainable Infrastructure shall be notified and shall meet within fifteen (15) business days in attempt to resolve the dispute. In the event they are unable to resolve the dispute, they shall notify Halton's Commissioner of Public Works and Hamilton's General Manager of Public Works who shall meet as promptly as possible in attempt to resolve the dispute. In the event that they are unable to resolve the dispute, the parties may proceed to rely upon subsection 9.02 or take any other steps available at law to protect their interests.

#### 9.02 Mediation and Arbitration

Should the parties not be able to resolve their dispute between themselves, the parties may upon mutual agreement, utilize the services of an independent third party mediator and/or arbitrator.

The mediator/arbitrator shall be mutually agreed upon by Halton and Hamilton. Each party shall be responsible for its use of the third party mediation/arbitration process however the cost of the third party mediator/arbitrator shall be shared equally between Halton and Hamilton.

Halton and Hamilton agree that the rules and procedures of the *Arbitration Act, 1991*, S.O. 1991, c. 17, as amended, shall apply. The Parties expressly agree that the provisions of the *Municipal Arbitrations Act*, R.S.O. 1990, c.M.48, shall not apply at any time to any arbitration initiated pursuant to this Agreement.

## ARTICLE – X

### NOTICE

#### 10.01 Notice

Any notice required to be given under this Agreement shall be in writing, and may be given personally, by facsimile or by prepaid first class mail, in which case receipt shall be

deemed five business days after the mailing.

Notice to the parties may be delivered to the following addresses:

Halton: 1151 Bronte Road  
Oakville, Ontario  
L6M 3L1

Fax: 905-825-0267

Attn: Director of Water Services

Hamilton: 71 Main St. West  
Hamilton, ON  
L8P 4Y5

Fax: 905-546-4481

Attn: Senior Director of Environment and Sustainable  
Infrastructure, Public Works Department

## ARTICLE - XI

### GENERAL PROVISIONS

#### 11.01 Compliance with Laws

The rights and privileges, duties and obligations arising out of this Agreement shall be subject to any applicable statute, regulation, law, order and direction of any governmental authority having jurisdiction over the parties and now or hereafter in effect during the Term.

#### 11.02 Binding Agreement

This Agreement shall not be in force, or bind any of the parties, until executed by both Halton and Hamilton. This Agreement shall ensure the benefit of and be binding upon the parties hereto and their successors, but shall not be assigned in whole or in part.

#### 11.03 Time of the Essence

Time shall be of the essence of this Agreement

#### 11.04 Applicable Law

This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario.

#### 11.05 Amendments Must Be Equally Formal

This Agreement may not be amended except by an instrument in writing of equal formality signed by the parties to this Agreement or by their successors or assigns as limited in this Agreement.

#### 11.06 Independent Legal Advice

Both parties acknowledge that it has read, understood and obtained independent legal advice respecting this Agreement and the terms thereof.

#### 11.07 Waiver

Halton and Hamilton agree that any actions of either or both parties hereto in contravention of this Agreement shall not be relied upon as a waiver of any term of this Agreement and no approvals given by any employee of either party shall constitute a waiver by the respective party of its rights under this Agreement.

#### 11.08 Further Assurances

Halton and Hamilton agree that they will, upon the reasonable request of each other, make, do, execute or cause to be made, done or executed all such further and other lawful acts, deeds, things, devices and assurances whatsoever to effect all of the terms, provisions and conditions of this Agreement.

#### 11.09 Entire Agreement

This Agreement and the documents and instruments to be executed and delivered under it constitute the entire agreement between the parties and supersedes any previous agreement or arrangement, oral or written, between the parties. This Agreement and the documents and instruments to be executed and delivered under it, contain all the covenants, representations, and warranties of the respective parties. There are no oral representations or warranties between the parties of any kind.

*[Execution pages follow.]*

IN WITNESS WHEREOF the parties have, by the signature of their representatives duly authorized in that behalf, entered into this Agreement.

SIGNED, SEALED AND DELIVERED

This 17<sup>th</sup> day of November, 2011  
at the City of Hamilton, Province  
of Ontario.

Approved  
as to form  
*[Signature]*  
Legal  
Services

CITY OF HAMILTON

*[Signature: R. Bratina]*  
Mayor, R. Bratina

*[Signature: R. Caterini]*  
City Clerk, R. Caterini

This 4<sup>th</sup> day of October, 2011  
at the Town of Oakville, Province  
of Ontario.

THE REGIONAL MUNICIPALITY  
OF HALTON

*[Signature: Gary Carr]*  
Regional Chair, Gary Carr

*[Signature: Susan Lathan]*  
Regional Clerk, Susan Lathan

RISK MANAGEMENT SERVICES

PER *[Signature]*

OFFICE OF THE CLERK  
APPROVED BY COUNCIL  
DATE June 29, 2011  
REP. AP-PA 11-007 ITEM 14  
EXT. 2011-7922





## **EMERGENCY & COMMUNITY SERVICES COMMITTEE REPORT 23-009**

1:30 p.m.

Thursday, July 13, 2023

Council Chambers

Hamilton City Hall

71 Main Street West

**Present:** Councillors B. Clark (Chair), T. Jackson, C. Kroetsch, T. Hwang (Vice Chair), N. Nann, A. Wilson and M. Wilson

### **THE EMERGENCY AND COMMUNITY SERVICES COMMITTEE PRESENTS REPORT 23-009 AND RESPECTFULLY RECOMMENDS:**

**1. Youth Strategy Annual Update (CES15056(e)) (City Wide)**

That Report CES15056(e), respecting a Youth Strategy Annual Update, be received.

**2. Delegated Authority for Service Manager Decisions (HCS23040) (City Wide) (Item 10.1)**

(a) That City Council, in its capacity as Service Manager under the Housing Services Act, 2011 (the Housing Service Act or the "Act") and pursuant to Section 17 of the Act, delegate to the General Manager of the Healthy and Safe Communities Department or designate, the authority to provide consent pursuant to section 161 of the Housing Services Act, 2011 for housing projects designated under the Housing Services Act to mortgage or develop a designated housing project or the land when the following circumstances are met:

- (i) The encumbrance does not relate to additional debt for the project in question, with the exception of debt owed to the City of Hamilton through a loan or grant; and
- (ii) For any proposed development of the property it does not temporarily or permanently reduce the overall number of units in the project.

- (b) That City Council, in its capacity as Service Manager under the Housing Services Act, 2011 (the Housing Services Act or the "Act") and pursuant to Section 17 of the Act, delegate to the General Manager of the Healthy and Safe Communities Department or designate, the authority to provide consent pursuant to section 162 of the Housing Services Act, 2011 for housing projects designated under the Housing Services Act to mortgage a designated housing project or the land when the mortgage does not relate to additional debt for the project in question, with the exception of debt owed to the City of Hamilton through a loan or grant.
- (c) That City Council, in its capacity as Service Manager under the Housing Services Act, 2011 (the Housing Services Act or the "Act") and pursuant to Section 17 of the Act, delegate to the General Manager of the Health and Safe Communities Department or designate, the authority to:
  - (i) Determine rent for a unit under the Housing Services Act, 2011, pursuant to section 50 of the Housing Services Act or any other authority under the Housing Services Act.
  - (ii) Modify the targets for the number of rent geared to income units and modified units for Part VII Housing Services Act, 2011 housing projects, pursuant to section 77 of the Housing Services Act, so long as overall service level standard targets for the City of Hamilton are not negatively impacted by modification; and
  - (iii) Determine remedies for projects in difficulty, pursuant to sections 85 and 86 of the Housing Services Act, for Part VII housing projects under the Housing Services Act, 2011, so long as the remedies do not incur any additional cost to the City.

**3. Rosedale Tennis Club Inc. Loan Request (FCS23075/ HSC23039) (City Wide) (Item 10.2)**

- (a) That the City of Hamilton increase the principal amount of the existing interest free loan to Rosedale Tennis Club Inc., originally approved pursuant to Item 34, Audit Finance and Administration Committee Report No. 13-011 and adopted by Council on December 11, 2013 in the amount of \$180,000 ("Original Principal"), by an amount not to exceed \$1,150,000 (the "Additional Principal") so that the total consolidated principal amount of the loan not exceed \$1,330,000 (the "Total Consolidated Principal") pursuant to the City's External Loan Guidelines on the following terms and conditions:
  - (i) the outstanding balance owing on the Original Principal, being \$72,000 as at January 1, 2023 (the "Outstanding Original Principal") be consolidated with the Additional Principal (collectively the "Consolidated Outstanding Principal") and be repaid in annual payments pursuant to the repayment schedule attached as Appendix "A" to Report FCS23075 / HSC23039 so that the

Consolidated Outstanding Principal be repaid in full within 15 years from the Additional Principal advance;

- (ii) the Additional Principal bear no interest and be used only for the purposes of construction of a new dome and related infrastructure over four existing tennis courts at the property municipally known as 42 Lawrence Road, Hamilton;
  - (iii) the Loan Agreement dated January 31, 2014 between the City of Hamilton and Rosedale Tennis Club Inc. (the "Loan Agreement") be amended to reflect the Additional Principal and include the terms and conditions contained in Report FCS23075 / HSC23039;
  - (iv) the additional terms and conditions attached as Appendix "B" to Report FCS23075 / HSC23039;
- (b) That the General Manager, Finance and Corporate Services, be authorized and directed to execute an amendment to the Loan Agreement and an amendment to the General Security Agreement dated January 31, 2014 between the City of Hamilton and Rosedale Tennis Club Inc. (the "General Security Agreement") together with any ancillary documentation, in a form satisfactory to the City Solicitor and with content satisfactory to the General Manager, Finance and Corporate Services, to give effect to Recommendation (a) of Report FCS23075 / HSC23039; and
- (c) That a loan receivable from Rosedale Tennis Club Inc. on the City of Hamilton's balance sheet, be increased by an amount not to exceed \$1,150,000.

**FOR INFORMATION:**

**(a) APPROVAL OF AGENDA (Item 2)**

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

**6. DELEGATION REQUESTS**

- 6.1 Graham Cubitt, Hamilton is Home respecting the Continued Commitment for Partnering with the City of Hamilton on Affordable Housing Options (for a future meeting)
- 6.2 Jeff Neven, Indwell Community Homes, respecting the Positive Impacts of Supportive Housing (for a future meeting)

**13. GENERAL INFORMATION/OTHER BUSINESS**

**13.1 Amendments to the Outstanding Business List**

- (a) The following Items to be referred to the Planning Committee were withdrawn, as the matters will be considered at the August 17, 2023 Emergency and Community Services Committee meeting:

23:K Renovictions Stakeholder Consultation (HSC23023)  
(City Wide) (Part Two)

23:K Renovictions Stakeholder Consultation (HSC23023)  
(City Wide) (Part Three)  
ECS 23-005, April 20, 2023

The agenda for the July 13, 2023 Emergency and Community Services Committee meeting was approved, as amended.

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

There were no Declarations of Interest

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

**(i) June 15, 2023 (Item 4.1)**

The Minutes of the June 15, 2023 meeting of the Emergency and Community Services Committee, were approved, as presented.

**(d) DELEGATION REQUESTS (Item 6)**

The following Delegation Requests were approved, for a future meeting:

- (i) Graham Cubitt, Hamilton is Home respecting the Continued Commitment for Partnering with the City of Hamilton on Affordable Housing (Added Item 6.1)
- (ii) Jeff Neven, Indwell Community Homes, respecting the Positive Impacts of Supportive Housing (Added Item 6.2)

**(e) CONSENT ITEMS (Item 9)**

**(i) Advisory Committee Minutes (Item 9.1)**

The following items were received:

- (a) Seniors Advisory Committee - May 5, 2023

(b) Hamilton Veteran's Committee Minutes - April 25, 2023

(c) Hamilton Veteran's Committee Minutes - May 30, 2023

**(f) PRIVATE & CONFIDENTIAL (Item 14)**

**(i) Closed Session Minutes – June 15, 2023 (Item 14.1)**

The Closed Session Minutes of June 15, 2023 were approved and remain confidential.

**(g) ADJOURNMENT (Item 16)**

There being no further business, the Emergency and Community Services Committee adjourned at 1:44 p.m.

Respectfully submitted,

Councillor B. Clark  
Chair, Emergency and Community Services  
Committee

Loren Kolar  
Legislative Coordinator  
Office of the City Clerk

# CITY OF HAMILTON MOTION

City Council: July 14, 2023

**MOVED BY COUNCILLOR C. KROETSCH.....**

**SECONDED BY COUNCILLOR N. NANN.....**

**Compass Community Health’s Produce Prescription Box (FVRx) Program (Ward 2)**

WHEREAS, The Good Food Box (TGFB) Hamilton shut down indefinitely in fall 2021 because of the impacts from the COVID-19 pandemic, which exacerbated levels of food insecurity as TGFB was a vital source for many Compass Community Health clients to access fresh and affordable produce;

WHEREAS, Compass Community Health has been running its Produce Prescription Box (FVRx) Program providing bi-weekly produce boxes to 30 food insecure folks for the past 10 months;

WHEREAS, the FVRx Program enables healthcare providers to write individual prescriptions for fresh produce boxes for patients facing food insecurity with the goal of providing a strategy for providers at Compass Community Health to have a real impact on the lack of access to fresh produce, how it relates to diet-related diseases, and improve health inequities; and

WHEREAS, the first 6 months of the program were partly evaluated through participant surveys that showed the program aided in nutrition, food security, mental wellness, and physical health.

THEREFORE, BE IT RESOLVED:

- (a) That up to \$5,400 be allocated from the Ward 2 Non-Property Tax Revenue Account (3301609602) to Compass Community Health’s Produce Prescription Box (FVRx) Program; and
- (b) That the Mayor and City Clerk be authorized and directed to execute any required agreement(s) and ancillary documents, with such terms and conditions in a form satisfactory to the City Solicitor.

# CITY OF HAMILTON MOTION

City Council: July 14, 2023

**MOVED BY COUNCILLOR C. KROETSCH.....**

**SECONDED BY COUNCILLOR M. WILSON.....**

**Canadian Somali Community Youth Soccer Program (Ward 2) *REVISED***

WHEREAS, the ***Canadian Somali Community*** is starting a program for youth to play soccer in the evenings in July and August;

WHEREAS, there are not sufficient spaces for youth to play soccer on a lit field in Ward 2;

WHEREAS, there is an expense to book space that can accommodate the program; and

WHEREAS, William Connell Park is available in Ward 8 on a weekly basis for this use and has a lit field.

THEREFORE, BE IT RESOLVED:

- (a) That up to \$750 be allocated from the Ward 2 Non-Property Tax Revenue Account (3301609602) to pay for the use of William Connell Park for ***the Canadian Somali Community Youth Soccer Program***; and
- (b) That the Mayor and City Clerk be authorized and directed to execute any required agreement(s) and ancillary documents, with such terms and conditions in a form satisfactory to the City Solicitor.

# CITY OF HAMILTON MOTION

City Council: July 14, 2023

**MOVED BY COUNCILLOR C. KROETSCH.....**

**SECONDED BY COUNCILLOR A. WILSON.....**

**Declaration of the Peregrine Falcon as Hamilton's Official "City Bird" (City Wide)**

WHEREAS, Nature Canada's scoring and evaluation rubric for becoming a Bird Friendly City includes as one of its metrics, the identification of a "City Bird" species that was selected through a public engagement process;

WHEREAS, the Peregrine Falcon was selected Hamilton's "City Bird" as a result of the community engagement process that was undertaken by Bird Friendly Hamilton Burlington from December 2021 to March 2022; and

WHEREAS, the Peregrine Falcon is a Species at Risk (Special Concern) which nests each year on the 18th-floor ledge of the Sheraton Hotel and is monitored by Hamilton Falconwatch (a project of the Hamilton Naturalists' Club) and is cherished by many residents of Hamilton.

THEREFORE, BE IT RESOLVED:

- (a) That the Peregrine Falcon be identified as Hamilton's official "City Bird"; and
- (b) That a copy of this resolution be shared with Bird Friendly Hamilton Burlington.



# CITY OF HAMILTON MOTION

City Council: July 14, 2023

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

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

**Amendment to the Community Benefits Protocol Sub-Committee's Terms of Reference**

WHEREAS, Council on January 25, 2023 amended the membership within the Community Benefits Protocol Sub-Committee’s Terms of Reference to five (5) members of Council; and

WHEREAS, the Community Benefits Protocol Sub-Committee’s membership should also reflect an increase to the number of representatives from the Hamilton Community Benefits Network.

THEREFORE, BE IT RESOLVED:

That the Community Benefits Protocol Sub-Committee’s Terms of Reference, be **amended**, to reflect the following:

**Membership**

As a Sub-Committee of Council, the Committee shall be made up of the following voting members:

- 5 City Councillors
- **4** representatives from the Hamilton Community Benefits Network

# COUNCIL COMMUNICATION UPDATES


**June 16, 2023 to July 6, 2023**

Council received the following Communication Updates during the time period listed above, the updates are also available to the public on City's website, as per Section 5.18 of By-law 21-021 (A By-Law To Govern the Proceedings of Council and Committees of Council) a member of Council may refer any of the items listed below, to a Standing Committee by contacting the Clerk and it will be placed on the next available agenda of the respective Standing Committee.

Item Number	Date	Department	Subject
1	June 16, 2023	Public Works	Oak Wilt Confirmed in Canada (ES23012) (City Wide)
2	June 22, 2023	Public Works	Waste-Free Ontario Act – Status of Blue Box Program Transition (WM2301) (City Wide)
3	June 28, 2023	Public Health	Local Guidance for Consumption and Treatment Services (CTS) Applicants (City Wide)
4	June 28, 2023	Public Works	City Hall Forecourt Bollard Installation Project Implementation Update #2 (CFEM2305) (Ward 2)
5	June 29, 2023	Public Works	Update: Provincial Officer's Order #1-142403769 - HW.23.05
6	June 30, 2023	Public Works	Gage Park Greenhouse Roof Panel Investigation (CFEM2306) (Ward 3)
7	June 30, 2023	Planning and Economic Development	Review of written correspondence on the Request for Real & True Inclusion of Harmonized Tax (HST) in Existing Taxi Tariff (Appendix 1) of the Hamilton By-Laws 07-170 (City Wide)
8	July 5, 2023	Public Works	Hamilton City Hall Garage Structural Repairs (CFEM2307) (Ward 2)
9	July 5, 2023	Public Works	Improvements to the Permit to Remove or Injure Trees on Public Property (ES23013) (City Wide)



## COMMUNICATION UPDATE

<b>TO:</b>	Mayor and Members City Council
<b>DATE:</b>	June 16, 2023
<b>SUBJECT:</b>	Oak Wilt Confirmed in Canada (ES23012) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>SUBMITTED BY:</b>	Cynthia Graham Director, Environmental Services Public Works Department
<b>SIGNATURE:</b>	

Oak wilt (*Bretziella fagacearum*) is a vascular disease of Oak Trees that City Staff, in partnership with the Canadian Food Inspection Agency, have been monitoring since 2019. Though cases of oak wilt had been confirmed in neighbouring cities in the United States, there had been no confirmed cases in Canada until recently. In June 2023, the presence of oak wilt was confirmed by the Canadian Food Inspection Agency in Niagara Falls, Ontario. This is the first known case of this vascular disease of oak trees (*Quercus spp.*) in Canada. This update is intended to provide Council with an overview of the information the Forestry and Horticulture section has received from the Canadian Food Inspection Agency and staff's response plan.

Oak wilt is caused by the fungus *Bretziella fagacearum*, which develops and spreads through the sapwood of the infected tree restricting the movement of water and nutrients. Without access to water and nutrients, the leaves begin to wilt and drop. Oak wilt can kill an oak tree of any age and size in as little as 2 – 6 weeks following the onset of initial symptoms, most infected trees will not survive beyond the growing season.

Oak wilt attacks several species of oaks with varying rates of progression across species. Red, Black and Pin oaks tend to succumb to the disease more quickly than White, Burr, Chinkapin and Swamp oaks.

Oak wilt spreads in two ways; underground through connected root systems or by beetles carrying fungal spores to pruning wounds or damaged bark. Although pruning trees is beneficial, this mode of transmission can be minimized by avoiding pruning during the growing season (March – September) when the beetles are active. Due to

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**SUBJECT: First Case of Oak Wilt Confirmed in Niagara Falls (ES23012) (City Wide) - Page 2 of 3**

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the presence of oak wilt in nearby states, in 2019, Forestry staff implemented a protocol in which oaks on public property were only pruned outside of the growing season, except where a hazardous situation meant the work could not be delayed, to ensure the likelihood of infection was lessened as the beetles are dormant.

Symptoms of oak wilt include sudden leaf wilting and premature leaf drop beginning at the top of the crown, brown veins in the leaves mixed with normal green tissue and vertical cracking in the bark. Oak wilt symptoms can be mistaken for drought stress (e.g., browning of leaves, leaf drop at end of branches, wilting). It is important to note that the presence of symptoms may vary and not all symptoms will appear at once.

Although the origin of oak wilt is unknown, the fungus is believed to have been present in North America since the early 1900s. Oak wilt has now been confirmed in 24 U.S. states. The closest confirmed case of oak wilt before it arrived in Canada was Belle Isle, Michigan, less than 1 km away from the shores of Windsor, Ontario.

Based on the City's inventory of public trees, there are an estimated 10,663 oak trees in the right of way, parks, and cemeteries. This number includes Oaks inventoried within public open spaces; however, the open space inventory data was collected to identify hazardous trees and does not represent the total number of trees within the area. In addition, the city does not have an inventory of Oaks on private lands or public lands including golf courses and facilities, therefore the overall impact of oak wilt on trees within areas outside of the public right of way, parks, and cemeteries is not known. Forestry Staff are working to collaborate with CityLab to develop an inventory of publicly owned woodlots which will aid in being better prepared for the management of oak wilt and other future pests and diseases.

To prevent the spread of oak wilt, it is recommended that residents refrain from pruning oak trees from March – October and from moving firewood or other tree material (branches, bark, twigs, leaves etc) from property to property. Communication staff will be coordinating with Forestry staff to engage through social media to inform the public as well as provide information on an ongoing basis.

### **Summary and Next Steps**

Forestry Staff and arborists have received oak wilt identification training. Environmental Services Staff will also receive training from the Project Manager of Forest Health on the signs and symptoms of oak wilt and best practices for management and reporting protocols. Forestry Staff will ensure that all contracted arborists understand all oak wilt protocols and the signs and symptoms, and ask that all project managers ensure the same is done for projects completed within their areas.

**SUBJECT: First Case of Oak Wilt Confirmed in Niagara Falls (ES23012) (City Wide) - Page 3 of 3**

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Forestry Staff are currently working to develop an oak wilt management strategy based on the guidelines identified in the [Oak Wilt Response Framework for Canada](https://inspection.canada.ca/plant-health/invasive-species/plant-diseases/oak-wilt/response-framework/eng/1563898431188/1563898479048#a1) published by the Government of Canada;

<https://inspection.canada.ca/plant-health/invasive-species/plant-diseases/oak-wilt/response-framework/eng/1563898431188/1563898479048#a1>

This management strategy will also be informed by the lessons learned from the City of Hamilton Emerald Ash Borer management plan. Staff will provide any necessary updates to Council regarding oak wilt management including additional resources that are required as the management strategy is developed.

Forestry Staff appreciate the help that residents, Staff and Council can offer by being on the lookout for oak wilt. Information on what to look for and whom to contact if you suspect oak wilt can be found on the City's invasive species website.

<https://www.hamilton.ca/home-neighbourhood/house-home/gardens-trees/invasive-species>

Suspected cases of oak wilt should be reported to the Canadian Food Inspection Agency (905-572-2201).


For more information, please contact Robyn Pollard, Manager of Forestry and Horticulture, at (905) 546-2424 extension 3919.

**APPENDICES AND SCHEDULES ATTACHED**

N/A



## COMMUNICATION UPDATE

<b>TO:</b>	Mayor and Members City Council
<b>DATE:</b>	June 22, 2023
<b>SUBJECT:</b>	Waste-Free Ontario Act – Status of Blue Box Program Transition (WM2301) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>SUBMITTED BY:</b>	Angela Storey Director, Waste Management Public Works Department
<b>SIGNATURE:</b>	

This Communication Update is to provide the Mayor and Members of Council with an update on the status of the transition of Ontario's Blue Box Program to an Individual Producer Responsibility model. The information below includes the background of the Provincial Regulation and the status as it relates to the transition in Hamilton.

### Background

The Blue Box Regulation (O. Reg. 391/21) to transition Ontario's Blue Box Program to Individual Producer Responsibility was released by the Ministry of Environment, Conservation and Parks on June 3, 2021. This regulation will make producers of packaging and paper products fully accountable and financially responsible for operating Ontario's Blue Box program under the Resource Recovery and Circular Economy Act, 2016.

Under the Regulation, the operation of Ontario's Blue Box Program, which includes collection and processing, will be carried out by Producer Responsibility Organizations on behalf of producers. Producer Responsibility Organizations have already been established and each Producer Responsibility Organization represents multiple producers.

The Blue Box regulation intends to develop a province-wide common collection system that will service all communities, increase the materials that can be recycled, and result in higher waste diversion rates in Ontario. All municipalities and First Nations communities in Ontario are scheduled to transition to Producer Responsibility at a

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**SUBJECT: Waste-Free Ontario Act – Status of Blue Box Program Transition  
(WM2301) (City Wide) – Page 2 of 3**

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defined point in the transition period between July 1, 2023 to December 31, 2025. Hamilton is scheduled to transition on April 1, 2025.

Since the Regulation was released, a Producer Responsibility Organization known as Circular Materials Ontario has been assigned the responsibility of operating the collection and receiving of blue box materials, the post-collection management for the material and establishing a common collection system across the province after transition which is scheduled for January 1, 2026.

### Transition Roadmap

To prepare for transition, staff developed a roadmap to identify the required activities and associated deadlines required for transition. See attached Appendix “A” to Communication Update WM2301 for a graphic outlining steps to transition.

Tasks included in the Roadmap:

- Communicated to the Resource Productivity Recovery Authority Hamilton’s position to “Opt Out” of servicing the Blue Box Program (collection and processing) during transition (April 1, 2025 – December 31, 2025) approved by Report PW22064 approved by Council on August 12, 2022.
- Transition Report due to Resource Productivity Recovery Authority on August 31, 2023.
- Recommendation report coming forward to Public Works Committee in the fall of 2023 to confirm the post-transition model of servicing properties not eligible for blue box collection under the Regulation.
- Communication to residents and stakeholders throughout 2024 and early 2025 in preparation for transition.
- Transition the Blue Box Program to the Individual Producer Responsibility model on April 1, 2025.

### Financial Impact of Transition

Following the transition of the Blue Box Program to Producer Responsibility, the City will no longer be financially responsible for the collection or processing of blue box material generated by eligible sources under the Regulation. As transition is scheduled for April 1, 2025, the City will be responsible for an estimated \$7.7 million dollars of the annualized \$14 million dollar cost of the Blue Box Program in 2025. This includes costs to operate the program from January 1, 2025 – March 31, 2025 and early termination fees to end the contracts related to recycling collection and processing. This also includes the receipt of a small subsidy based on the funding model of the existing Blue Box Program. Beginning in 2026, the City will have no financial responsibility for the Blue Box Program related to eligible properties under the regulation. As noted in the task list above, the City

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**SUBJECT: Waste-Free Ontario Act – Status of Blue Box Program Transition  
(WM2301) (City Wide) – Page 3 of 3**

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may choose to continue service to non-eligible properties which the City would need to budget for. A recommendation report will be coming to Council for discussion later this year.

Ongoing work related to Transition

Staff are engaged with producers and other municipal stakeholders to ensure a smooth transition of the Blue Box Program to Producer Responsibility in Hamilton. This includes participating in consultations with the province and other municipalities to provide opinion to Circular Materials Ontario on developing a new program model that will be more efficient and cost-effective. The transition to a common collection system across the province for Blue Box material will require significant changes to the Blue Box Program which will be a responsibility of the Producers, including updates to resident communication, collection processes and infrastructure.

Additionally, a common collection system will require coordination and cooperation between Circular Materials Ontario and municipalities in how services are delivered in a shared space. Staff is advocating for these changes to be implemented in a way that minimizes disruption to residents and maximizes the efficiency of the new system.

The Mayor and Members of Council will continue to receive updates on the status of the Blue Box Transition through Communication Updates, Waste Management Sub-Committee and Public Works Committee. If you require further information please contact myself or Ryan Kent, Manager of Waste Policy and Planning, at extension 7686.

**APPENDICES AND SCHEDULES ATTACHED**

Appendix “A” to Communication Update WM2301 – Transition Roadmap



# Blue Box Transition Timeline

## 2022



- April 29 - Submit Blue Box Program Initial Report to Resource Productivity and Recovery Authority
- May 3 - Communication Update #1: Status of Blue Box Transition (WM22001)
- August 12 - Recommendation report to Council: Blue Box Transition Update and Servicing (PW22064)

## 2023



- June 22 - Communication Update #2: Status of Blue Box Program Transition
- August 31 - Submit Blue Box Program Transition Report to Resource Productivity and Recovery Authority
- Q4 - Council Report Servicing of Non-Eligible Properties

## 2024



- April 1 to December 31: Communication to residents on blue box transition
- Q3 - Communication Update #3: Status of Blue Box Program Transition

## 2025



- March 31 - Submit Blue Box Program Change Report to Resource Productivity and Recovery Authority
- April 1 - Hamilton's Transition Date
- Start of Materials Recycling Facility and Collections Contract Revision

## 2026




- January 1 - Blue Box Program is Transitioned to Resource Productivity and Recovery Authority



Hamilton

## COMMUNICATION UPDATE

<b>TO:</b>	Mayor and Members Board of Health
<b>DATE:</b>	June 28, 2023
<b>SUBJECT:</b>	Local Guidance for Consumption and Treatment Services (CTS) Applicants (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>SUBMITTED BY:</b>	Dr. Elizabeth Richardson, MD, MHSc, FRCPC Medical Officer of Health Public Health Services
<b>SIGNATURE:</b>	

Hamilton Public Health Services is pleased to share a newly developed resource to provide local guidance for Consumption and Treatment Services (CTS) applicants in Hamilton. It will be available on the City of Hamilton CTS Webpage for any future applicant to access. This guide has been developed to be a resource for any organization in Hamilton pursuing funding for supervised consumption sites through the provincial CTS program.

The Ontario CTS program provides one-time capital and annual operational funding to approved organizations to operate supervised consumption sites. Successful applicants must meet the provincial criteria, including: local conditions, capacity to provide services, proximity to other services, community support and engagement, and accessibility. CTS applicants are required to engage in community consultation and receive endorsement from local city council as part of the application process.

The goals of this guide are to:

- Provide recommendations to applicants for completing a provincial CTS application; and,
- Provide templates to applicants for submission to the Board of Health when seeking municipal endorsement for the proposed CTS.

Through creation of templates for applicants, the guide will provide consistency to members of the Board of Health when making decisions on site endorsement. Along with the guide, Public Health Services will continue to support applicants through on-

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**SUBJECT: Local Guidance for Consumption and Treatment Services (CTS)  
Applicants (City Wide) - Page 2 of 2**

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going dialogue and consultation throughout the CTS application process and review their findings as preparation for seeking municipal endorsement.

A further update on a community evaluation framework for supervised consumption services will be provided to Public Health Committee in August 2023.

If you have any questions regarding this new resource, please contact Melissa Biksa, Manager, Mental Well-Being and Substance Use Program at (905) 546-2424 Ext. 6709 or [melissa.biksa@hamilton.ca](mailto:melissa.biksa@hamilton.ca).

**APPENDICES AND SCHEDULES ATTACHED**

Appendix "A" to Board of Health Communication Update 2023-06-28 – Hamilton Public Health Services Guidance for Consumption and Treatment Services Applicants



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# Hamilton Public Health Services

## Local Guidance for Consumption and Treatment Services (CTS) Applicants

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*Last Updated: June 2023*



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## Purpose

This document provides an overview of the Ontario Consumption and Treatment Services (CTS) funding program operated by the Ministry of Health, and the Hamilton Public Health Services recommendations for completing a provincial CTS application and seeking municipal endorsement in Hamilton. The recommendations provided are based upon the CTS program requirements, generally accepted best practices amongst communities that have engaged in the CTS application process, previous council motions regarding the consideration of applications, and additional local context. Note, this document is intended to be supplementary and used in tandem with the [provincial application guide](#). The application guide is subject to change. Please contact the Ministry of Health at [addictionandsubstances@ontario.ca](mailto:addictionandsubstances@ontario.ca) for the most up to date information.

When an organization is applying for provincial CTS, Hamilton Public Health Services should be engaged at the initiation and throughout the process to provide feedback and support. For any applicants seeking municipal endorsement from the Board of Health, Hamilton Public Health Services will be required to review the application in order to provide feedback and comment at the meeting. **Municipal endorsement does not guarantee approval of provincial CTS funding. The Ministry of Health is the decision-maker on the CTS funding application.** Successful applicants must meet the provincial criteria outlined in the application guide, including local conditions, capacity to provide services, proximity to other services, community support and engagement, and accessibility.

These requirements are for CTS sites only, and not for Urgent Public Health Needs Sites (UPHNS) or the federal Supervised Consumption Services (SCS) application processes. However, the best practices outlined below may be helpful for organizations applying to either of these programs. CTS applicants must also complete a [separate SCS application with Health Canada](#) for an exemption under section 56.1 of the *Controlled Drugs and Substances Act*. Note, a service provider may choose to apply for a federal exemption but are not required to apply for provincial CTS funding if they have other sources of funding.

**Appendix A and B of this document should be completed by applicants and provided to the Hamilton Public Health Services as part of an informational package for the Board of Health when seeking municipal endorsement for the proposed CTS.**



**Additional Hamilton Public Health Services Considerations for Approaching Council**

The following is a summary of additional Hamilton Public Health Services considerations to be provided prior to approaching Board of Health for CTS endorsement. Of note, the corresponding checklist in **Appendix A** should be completed in advance of requesting Board of Health endorsement for a proposed CTS site.

**Table 1: Hamilton Public Health Services Considerations**

For the most up to date provincial CTS program criteria, please refer to the [CTS application guide](#).

Application Item	Additional Hamilton Public Health Services Considerations
<b>(1) Local Conditions/ Need</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Public Health Services Consultation:</b> Collaborate with Hamilton Public Health Services for the provision of relevant local data in support the proposed CTS location (ex. ward/ neighborhood specific data).</li> </ul>
<b>(2.1) Capacity to Provide CTS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Wrap-Around Services:</b> Demonstrate that the services that will be offered in conjunction with supervised consumption at the CTS site (e.g. housing support, counselling) will be provided utilizing best practice and local partnerships. Reference best practice model(s)/ tool(s) that will be used to inform service provision, referrals or service navigation.                         <ul style="list-style-type: none"> <li>o Examples: <a href="#">Drug Checking Implementation Guide (BC Centre on Substance Use)</a> <ul style="list-style-type: none"> <li>• <a href="#">Best Practices across the Continuum of Care for the Treatment of Opioid Use Disorder (Canadian Centre on Substance Use and Addiction)</a></li> <li>• <a href="#">Best Practice Recommendations for Canadian Harm Reduction Programs (CATIE)</a></li> </ul> </li> <li>o Provide evidence supporting why the applicant organization is well-positioned to offer the proposed wrap-around services, or why/how a referral will be provided to a more appropriate service.</li> </ul> </li> </ul>
<b>(2.2) Service Delivery Model</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Service Users:</b> Provide evidence of anticipated service users of the proposed CTS location (e.g. demographics).</li> <li><input type="checkbox"/> <b>Evaluation:</b> Provide an evaluation plan or framework, including confirmation of data sources/ means of data collection, along with any anticipated external evaluation support. Ensure that there is a plan for open data/ public sharing of evaluation results.</li> <li><input type="checkbox"/> <b>Operating Model Consultations:</b> Provide evidence of consultation with neighboring regions operating successful CTS services (ex. Kitchener, Niagara) to inform the service delivery model of the proposed CTS site.</li> <li><input type="checkbox"/> <b>Responsible Person in Charge (RPIC) and Training:</b> As indicated in the <a href="#">Federal Application for Supervised Consumption Services</a>, provide information on the intended RPIC. If the RPIC is not a regulated health professional (ex. nurse, doctor, paramedic etc.), provide evidence for how that individual (and other staff) will be trained appropriately.</li> </ul>



<p><b>(3.1) Proximity to Similar Services</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Proximity Rationale:</b> If the proposed site is within 600m distance from a related service, please provide rationale for the proposed location given this proximity.</li> </ul>
<p><b>(3.2) Proximity to Parks, Schools and Child Care Centres</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Distance Measurements:</b> Indicate how distance measurements between the CTS and other services/ organizations/ residences are identified (e.g. GIS, Google Maps).</li> <li><input type="checkbox"/> <b>Community Consultation / Engagement Methodology:</b> Indicate how residents and business owners within "close proximity" of the site location (e.g. 100-200 m) were consulted and engaged, and the method(s) used for engagement (<i>as part of community consultation / engagement indicated in section 4, see below</i>).</li> </ul>
<p><b>(4) Community Support and Ongoing Engagement</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Community Consultation / Engagement Methodology:</b> Indicate all methods of community engagement used (ex. survey, flyers distributed, local meetings etc.) and the number of people/ stakeholders reached using each method (where possible). Indicate, by stakeholder group, (ex. business owners, potential CTS site users etc.) the number of stakeholders consulted / engaged.</li> <li><input type="checkbox"/> <b>Partnerships for Engagement Process:</b> Identify how Hamilton Public Health Services and any additional stakeholders (ex. Local Ward Councillor) provided support or consulting for any process within the community engagement process, both when developing the methodology and conducting community engagement activities.</li> <li><input type="checkbox"/> <b>Community Engagement Results:</b> Summarize key results from all engagement activities for council/ partner consideration.</li> <li><input type="checkbox"/> <b>Letters of Support:</b> Summarize the number/ sources of letters of support received for the proposed CTS location. Prepare to submit letters of support/ or contact information to confirm letters (if needed), with consultation documents.</li> <li><input type="checkbox"/> <b>Letters of Opposition:</b> Summarize the number/ sources of letters of opposition received for the proposed CTS location. Prepare to submit letters of support/ or contact information to confirm letters (if needed), with consultation documents.</li> <li><input type="checkbox"/> <b>Community Advisory Model:</b> Demonstrate development of, or a proposed plan for, a CTS community advisory group and/or a community safety table. This would include representation from multiple stakeholders (including residents) to address community concerns or operational considerations for the proposed CTS site.</li> <li><input type="checkbox"/> <b>Mitigating Strategies:</b> Provide a brief plan for additional CTS services or supports designed to address community concerns, like needle pick-up programs. Provide plans relating to anticipated frequency of the service provided, staff providing the service, general radius where the service will be provided etc.</li> </ul>





### Suggested Hamilton Public Health Services Strategies for Robust Community Consultation

This section outlines **Hamilton Public Health Services recommendations for completion of the community consultation portion of the CTS application**. These strategies are aligned with guidance indicated in the CTS Application Guide and include examples of consultation activities completed by other communities in Ontario. Prior to seeking municipal endorsement of a proposed CTS site, these recommendations should be considered to inform the community consultation process. Please complete the template in **Appendix B** in order to provide an overview of completed consultation activities when preparing to seek municipal approval.

As this is a plan for community consultation for an application; applicants should also be aware that a plan for **ongoing** community engagement post-site implementation should also be completed.

#### Required Community Consultation

In alignment with the provincial Consumption and Treatment Services (CTS) program, the following are **required** for the community consultation:

Applicants must submit a **consultation report** that provides:

- Who was consulted;
- A summary of feedback from each stakeholder group;
- Concerns raised by stakeholder groups, if any; and
- How concerns will be addressed (aka. mitigating strategies).

Applicants must obtain and submit **local municipal council support** (i.e. council resolution) endorsing the proposed CTS site.

Applicants should submit **other evidence of support for the proposed CTS site**. This can include, but is not limited to:

- Letters of support (with the proposed CTS site address) from partnering organizations, local businesses and/or other stakeholders; and
- Board of health resolution.

Applicants must also submit a **community engagement and liaison plan** which outlines how the community will be engaged on an ongoing basis (ex. If the site is approved / once the site is opened). The plan may include:

- Follow-up(s) after initial consultations
- Public education about CTS
- Engagement mechanisms to identify and address community concerns on an ongoing basis (ex. engagement post-site implementation to address new or emerging concerns)



### Community Consultation Objectives

Prior to the initiation of a community consultation process it is recommended that clear objectives are established. These objectives should be developed in collaboration with the co-applicant (if relevant) and reviewed by key stakeholders or decision makers in advance of consultation activities. **Hamilton Public Health Services should be engaged when initiating the CTS application, for consultation when setting engagement objectives and ongoing support for the engagement process.**

It is recommended that the type or degree of community consultation used (ex. inform, consult, collaborate) is considered and clearly indicated within the objectives (see **Appendix C** for relevant guidelines).

### Examples of CTS Community Consultation Process objectives:

- 1) To **inform** the local population of the proposed CTS application; including the planned community consultation process regarding site selection, timelines, and the decision-making framework.
- 2) To **educate** the community on the evidence surrounding supervised consumption and harm reduction, using plain language and best practices in public communications.
- 3) To **consult** local stakeholders regarding establishment and operation of the proposed CTS site.
- 4) To **involve** local stakeholders in decision making regarding aspects of the CTS site model and operations.

### CTS Stakeholders

The following stakeholder groups should be considered for consultation (see the CTS Application Guide for the **minimum** required groups):

- **People who use drugs** (PWUDs);
- **Local advocates for people who use drugs;**
- **Residents** (those who live locally, neighborhood associations etc.);
- **Local service providers** (harm reduction service providers, ED/hospital services, emergency responders, library services, outreach services, shelter services, public health services, local drug strategy etc.);
- **Local Ward Councillor;**
- **Public Health Committee and Board of Health;**
- **Students and representatives** from post-secondary institutions (student unions, university administration, relevant departments etc.);
- **Local business owners** (connect with local BIA or Chamber of Commerce);
- **Local media** (newspapers, social media news outlets, TV news outlets); and
- **Those within close proximity** (ex. 200m) of the proposed CTS location (ex. residents, service providers, agencies, schools and/or businesses).

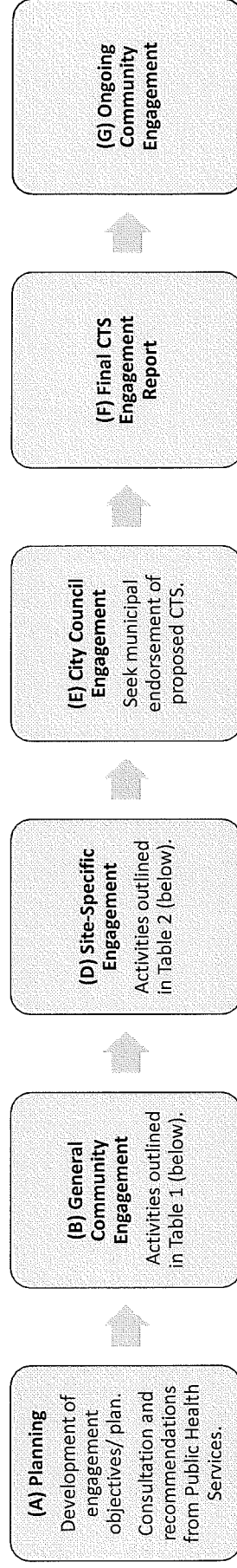
General community consultation / engagement should be made clearly distinct from engagement with any stakeholders located within proximity of the proposed CTS location(s). Therefore, there should be separate or specific consultation with parties near the proposed site location(s).



### Hamilton Public Health Services Recommended Stages for CTS Community Consultation / Engagement

The process indicated below provides a high-level overview of a robust community consultation / engagement. For transparency, it is recommended that the ward City Councillor (relevant to the proposed CTS location) is engaged at several stages of the CTS community engagement process. **Ongoing consultation with Public Health Services will also allow for adjustments to be made to the community engagement process based on community feedback and emerging concerns.** Note that there should be record/ documentation of all engagement activities that are conducted throughout this process.

The stages of engagement indicated below may change based on the status of the CTS location search (ex. if a site is already selected in advance of engagement) and the capacity of the applicant organization.



### General Community Consultation / Engagement

General community consultation / engagement can include any local stakeholder groups that may or may not live or work within proximity (i.e. 200m) to the proposed



CTS location. Engagement at this stage will **not** involve any proposed site location. Please complete the template in **Appendix B** in order to provide an overview of completed engagement activities.

**Table 2: General Community Engagement Activities**

Engagement Method	Objective	Target Audience	Description	Outputs	Example(s)
Public Health Services and City Councillor Engagement*	Inform and Consult	<ul style="list-style-type: none"> <li>City Councillor</li> <li>Public Health Services</li> </ul>	<p><b>Prior to community engagement</b>, a CTS community engagement plan should be completed with feedback from Public Health Services on the proposed engagement process. Consultation with Public Health Services should be ongoing and the ward City Councillor should also be engaged early in the process.</p>	<ul style="list-style-type: none"> <li>Final Community Consultation Report</li> </ul>	n/a
Webpage	Inform and Educate	<ul style="list-style-type: none"> <li>All stakeholders</li> </ul>	<p>The CTS webpage should include, at minimum:</p> <ul style="list-style-type: none"> <li>Local data demonstrating community need for a CTS</li> <li>A CTS description including plans for operation/ wrap-around services</li> <li>A breakdown of the CTS application and timeline</li> <li>A clear avenue for feedback (ex. CTS email account)</li> <li>Evidence (in plain-language) for safe-consumption</li> <li>FAQs and responses</li> <li>Links to reports including completed public consultations</li> </ul>	<ul style="list-style-type: none"> <li>Completed Webpage (with ongoing updates)</li> <li>Final Community Consultation Report</li> </ul>	<p>Windsor-Essex Community Opioid and Substance Strategy. <a href="#">CTS Webpage</a></p>
Community Advisory*	Consult and Involve	<ul style="list-style-type: none"> <li>People who use drugs</li> <li>Service providers</li> <li>Residents</li> </ul>	<p>An advisory group can be formed to provide insight on the CTS application, community engagement, operations, etc.</p> <p>The advisory should be formed with focus on engaging people who use drugs (<b>See Appendix C</b>), and other groups disproportionately impacted by the criminalization of people who use drugs (ex. local Indigenous communities, Black, African, Caribbean communities, 2SLGBTQ+ communities etc).</p>	<ul style="list-style-type: none"> <li>Meeting Minutes</li> <li>Final Community Consultation Report</li> </ul>	Region of Waterloo (CTS Community Advisory Group)



Community Survey*	Consult	<ul style="list-style-type: none"> <li>All stakeholders</li> </ul>	<p>A community-wide survey can be distributed online, and should discern the following info, at minimum:</p> <ul style="list-style-type: none"> <li>Perceptions of the usefulness/benefits of CTS (by stakeholder group)</li> <li>Questions or concerns regarding the proposed CTS (by stakeholder group)</li> <li>Suggested mitigating strategies to address concerns</li> </ul>	<ul style="list-style-type: none"> <li>Survey Summary (Public Report)</li> <li>Final Community Consultation Report</li> </ul>	<p><u>Windsor-Essex Community Opioid and Substance Strategy: CTS Consultation Report</u></p> <p><u>Durham Region: Survey Report CTS Community Consultation</u></p>
Media Event and/or Press Release	Inform	<ul style="list-style-type: none"> <li>Local media</li> </ul>	<p>Engagement with local media should be considered at key stages of the CTS application process (ex. community survey launch). See <b>Appendix C</b> for guidance regarding media engagement.</p>	<ul style="list-style-type: none"> <li>Publicized Press Release or Event</li> <li>Final Community Consultation Report</li> </ul>	<p><u>Windsor-Essex Community Opioid and Substance Strategy: CTS Media Event</u></p>
Survey or Focus Groups for PWUDs*	Consult	<ul style="list-style-type: none"> <li>People who use drugs</li> </ul>	<p>A survey or focus group(s) for people who use drugs should be conducted mainly in-person, and should discern the following info, at minimum:</p> <ul style="list-style-type: none"> <li>Whether there is an interest in utilizing a CTS</li> <li>Perceived benefits of the proposed CTS</li> <li>Questions/ concerns regarding the CTS</li> <li>Suggested mitigating strategies to address concerns</li> <li>Suggestions on services to be offered at the CTS site (ex. counselling, safer supply)</li> <li>Preferences for safe and comfortable access of the CTS site (ex. location, hours)</li> </ul>	<ul style="list-style-type: none"> <li>Survey or Focus Group Summary (Public Report)</li> <li>Final Community Consultation Report</li> </ul>	<p><u>Peterborough Drug Strategy: CTS Community Engagement Survey Report</u></p>



Service Provider Key Informant Interviews (KII)s*	Consult	<ul style="list-style-type: none"> <li>Service providers</li> </ul>	It is recommended that <b>community services that interface with people who use drugs</b> in the community are engaged to assist with CTS planning. The following information may be collected: <ul style="list-style-type: none"> <li>Recommendations for CTS site operations</li> <li>Recommendations for CTS wrap-around services and/or service connections</li> <li>Perceived benefits of the proposed CTS</li> <li>Questions/ concerns regarding the CTS</li> <li>Suggested mitigating strategies to address concerns (ex. staffing)</li> </ul>	<ul style="list-style-type: none"> <li>Final Community Consultation Report</li> </ul>	Peterborough Drug Strategy: CTS Community Consultation Report
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\*Note: Depending on the status of site selection, any of the indicated stages of community engagement can be used to help locate a feasible site. Stakeholders may be able to provide feedback on where the site would be best suited. Acquiring stakeholder support is typically strengthened by consulting stakeholders in the site selection process which also builds evidence for why a particular site was chosen.

**Recommendations for Additional Engagement Methods:** Requests for letters of support from stakeholders (site specific), a publicly accessible email contact (for general inquiries about the proposed CTS and feedback), a mailing list or newsletter (parties looking for ongoing CTS application updates can register).



Site-Specific Community Consultation

It is recommended that consultation regarding site location options focus on **stakeholders located in close proximity to the proposed sites**. The applicant should work with stakeholders to identify what is considered to be "close proximity". Consultation with the relevant ward City Councillor(s) and Neighborhood Association(s) can inform the catchment area for engagement of stakeholders. Please complete the template in **Appendix C** to provide an overview of consultation activities.

**Table 3: Site-Specific Community Consultation Activities**

Engagement Method	Objective	Target Audience	Description	Outputs	Example
Informational Resources	Inform	<ul style="list-style-type: none"> <li>Residents</li> <li>Business Owners</li> <li>Other Services</li> </ul>	<p>Several methods should be used to inform stakeholders within proximity of the CTS site of the proposed location, including:</p> <ul style="list-style-type: none"> <li>Informational flyers and posters (door-to-door delivery, posting in public areas)</li> <li>Social media engagement, with support from relevant neighborhood associations/ ward Councillor</li> <li>Updated resources (ex. webpage) with information on the proposed location</li> </ul> <p>It is recommended that any method used also provides stakeholders with a clear avenue to give <b>site-specific feedback</b>.</p>	<ul style="list-style-type: none"> <li>Flyers/posters</li> <li>Social Media Posts</li> <li>Final Community Consultation Report</li> </ul>	n/a
Stakeholder Specific Focus Groups/ Townhalls	Consult	<ul style="list-style-type: none"> <li>Residents</li> <li>Business Owners</li> <li>Schools</li> <li>Other Services</li> </ul>	<p>Several stakeholder focus groups or townhalls should be conducted to inform site-selection and obtain key information:</p> <ul style="list-style-type: none"> <li>Common questions/concerns about the proposed CTS site(s)</li> <li>Common questions/concerns about the CTS site operations</li> <li>Perceived benefits of the proposed CTS location</li> <li>What mitigating strategies may help to address concerns</li> <li>How stakeholders in close-proximity to the site would prefer to receive CTS-related information</li> </ul> <p>These groups/events should be spaced-out and occur at different times of day to allow many people to participate. <b>A low-barrier avenue for consultation</b> (i.e. email) should be considered for residents unable to actively participate in a group or event.</p>	<ul style="list-style-type: none"> <li>Focus Group Summary and/or Townhall recording (Public Report)</li> <li>Final Community Consultation Report</li> </ul>	<p>Peterborough Drug Strategy. Site-Specific Focus Groups</p>



Board of Health Presentation(s)	<ul style="list-style-type: none"> <li>Public Health Committee</li> <li>Board of Health</li> </ul>	<p>Members of Public Health Committee and Board of Health should be engaged following community engagement activities. Prior to approaching the board, applicants should engage Public Health Services for consultation regarding the delegation process.</p> <p>Applicants should be prepared to provide Public Health Committee and Board of Health with the provincial CTS application, engagement report(s), along with additional documentation indicated in <b>Appendix A</b> and <b>Appendix B</b>.</p> <p>At this point, the committee and Board should be given enough information on community perceptions of the CTS site to <b>decide on whether to endorse the proposed location</b>.</p>	<ul style="list-style-type: none"> <li>Meeting Minutes</li> </ul>	n/a
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Ongoing Community Engagement

As previously indicated, CTS applicants must also submit a **community engagement and liaison plan** with the provincial CTS application, which outlines how the community will be engaged on an ongoing basis (ex. If approved / once the site is opened). The plan may include: follow-up(s) after initial consultations, public education about CTS, and engagement mechanisms to identify and address community concerns on an ongoing basis (ex. engagement post-site implementation to address new concerns).

*The following strategies are recommended for ongoing community engagement:*

- **Webpage/ Informational Resources:** ongoing updates and information sharing on the dedicated CTS webpage, through the applicant organization's social media, etc.
- **Email:** a CTS specific email account for public inquiries regarding the CTS site, which is clearly listed on the CTS webpage and additional resources.
- **Data/ Evaluation Sharing:** public distribution/ record of key evaluation data related to the CTS site operation, shared with support of the City of Hamilton Public Health Services.
- **Community Advisory:** the CTS Community Advisory (See General Community Engagement) should continue operation post-site implementation and should be available to address ongoing community inquiries or concerns.
- **CTS Site Tours and Public Events**





**Appendix A: CTS Application Checklist**

Please provide an **overview of completed CTS application activities using the checklist** below. Please include additional detail on activities completed/ to be completed in the "Description" column. This checklist will be provided as part of an informational package for the Board of Health for consideration regarding CTS endorsement. **Additional documents or reports** (ex. completed CTS application) should be included to accompany this checklist and to provide more detail regarding the application activities completed.

Application Item	Checklist	Description
<b>(1) Local Conditions/ Need</b>	Have you demonstrated local need for the proposed CTS based upon the CTS Application requirements/ additional considerations? <b>Yes/ No/ In Progress</b>  Have you obtained local data from Hamilton Public Health Services to support this process? <b>Yes/ No/ In Progress</b>	
<b>(2.1) Capacity to Provide CTS</b>	Have you demonstrated organizational/ local capacity for operation of the proposed CTS based upon the CTS Application requirements/ additional considerations? <b>Yes/ No/ In Progress</b>	
<b>(2.2) Service Delivery Model</b>	Have you outlined a clear service delivery model for the proposed CTS based upon the CTS Application requirements/ additional considerations? <b>Yes/ No/ In Progress</b>  Is there a completed evaluation plan or overview for the proposed CTS? <b>Yes/ No/ In Progress</b>	
<b>(2.3) Site Requirements</b>	Will the proposed CTS meet the following CTS site requirements: local/ bylaw accessibility standards, ministry design standards? <b>Yes/ No</b>  Is there a completed floorplan for the proposed CTS? <b>Yes/ No</b>	



<p><b>(3.1) Proximity to Similar Services</b></p>	<p>Is the proposed site less than 600m from another CTS/ comparable service? <b>Yes/ No</b></p> <p>If yes, is there indicated rationale provided for this proximity? <b>Yes/ No</b></p>	
<p><b>(3.2) Proximity to Parks, Schools and Child Care Centres</b></p>	<p>Are there any parks, schools, and/or childcare centres within close proximity (e.g. 100-200m) of the proposed CTS? <b>Yes/ No</b></p> <p>If Yes, have consultation plans been outlined with the services located in proximity to the proposed CTS? <b>Yes/ No/ In Progress</b></p> <p>Has community/ stakeholder support to the proposed site location been documented? <b>Yes/ No/ In Progress</b></p>	
<p><b>(4) Community Support and Ongoing Engagement</b></p>	<p>Has a CTS consultation report been completed based upon the CTS Application requirements/ additional considerations? <b>Yes/ No/ In Progress</b></p> <p>If Yes, have all required stakeholders according to the CTS Application Guide been consulted? <b>Yes/ No</b></p> <p>Has Public Health Services been consulted regarding the community engagement process? <b>Yes/ No</b></p>	
<p><b>(4) Community Support and Ongoing Engagement (Continued)</b></p>	<p>Have plans for ongoing community engagement been outlined according to the CTS Application Guide? <b>Yes/ No/ In Progress</b></p>	
<p><b>(5) Accessibility</b></p>	<p>Will the site meet the following accessibility criteria: compliance with AODA, equity considerations, and strategic location (ex. near transit)? <b>Yes/No</b></p>	



### Appendix B: Community Engagement Summary

Please provide an **overview of completed CTS community engagement activities** using the prompts below. This summary will be provided as part of an informational package for the Board of Health regarding the proposed CTS, prior to delegation. **Additional documents or reports** (ex. community consultation report) should be included to accompany this summary and to provide more detail regarding the engagement activities completed.

**1. Please indicate the following:**

*Name of CTS applicant organization:*

*Name of partners for the proposed CTS (if applicable) and their roles:*

*Planned date for local council delegation regarding the proposed CTS:*

**2. Please provide a summary of CTS community engagement activities that have been completed and include the following information:**

- a) Which stakeholders have been engaged as part of the CTS application process (ex. residents in proximity to the site, people who use drugs, healthcare providers, etc.).
- b) The number of individuals that have been engaged within each CTS stakeholder group.
- c) The strategies/ methods that have been utilized for engagement with each stakeholder/ group (ex. interviews, focus groups, surveys, meetings).
- d) The date/ timeline when key engagement activities occurred.
- e) The engagement objectives addressed through each engagement activity.



3. Where applicable, **please provide a summary of the results of the CTS community consultation activities** that have been completed, including quantitative and qualitative findings (ex. survey results, focus group/ key informant interview findings or themes). Please include the following detail:
- a) The date(s)/ timeframe of each engagement activity.
  - b) The number of participants/ respondents and the relevant stakeholder(s) represented in the results.
  - c) Consultation activities undertaken to support site selection
  - d) Which results were specific to the proposed CTS site location (with address indicated).



4. Please indicate the **key concerns** relevant to the CTS location identified by stakeholders, and a summary of mitigating strategies to address each of the indicated concerns.

5. Please provide a summary of **plans for ongoing community engagement** (prior to and after implementation of the proposed CTS). Please be specific about the strategies that will be used to continuously collect feedback from key stakeholders beyond the engagement activities already completed.

6. Please list any **additional documents or reports that will be submitted with this summary** to provide detail around completed CTS engagement activities for Board of Health consideration.



### Appendix C: Suggested Resources

The below resources may be of use throughout the CTS community engagement process.

Understanding and Defining Types of Community Engagement

- [The Handbook on Citizen Engagement](#) (from the Canadian Policy Research Networks) provides an overview of types of community engagement that can be applied and benefits for each.

Engagement with People Who Use Drugs (PWUDs)


- [Guidelines for Partnering with People with Lived and Living Experience of Substance Use and Their Families and Friends](#) (Canadian Centre on Substance Use and Addiction)
- [Peer Engagement Principles and Best Practices](#) (BC Centre for Disease Control)
- [Hear Us, See Us, Respect Us: Respecting the Expertise of People Who Use Drugs](#) (Canadian Association of People Who Use Drugs, Canadian Drug Policy Coalition)

Media Engagement

- [Engaging with the Media](#) (University of Waterloo)
- [Sample Press Release](#) (Oregon Association of Hospitals and Health Systems)



## COMMUNICATION UPDATE

<b>TO:</b>	Mayor and Members City Council
<b>DATE:</b>	Jun 29, 2023
<b>SUBJECT:</b>	City Hall Forecourt Bollard Installation Project Implementation Update #2 (CFEM2305) (Ward 2)
<b>WARD(S) AFFECTED:</b>	Ward 2
<b>SUBMITTED BY:</b>	Indra Maharjan Director, Corporate Facilities & Energy Management Public Works Department
<b>SIGNATURE:</b>	

Further to the Communication Update of April 24, 2023 (CFEM2303) regarding the enhancements to the City Hall Forecourt and the installation of security bollards around City Hall, Facilities Management staff are providing a further update regarding the schedule and impacts of construction.

The contractor mobilized and set up their staging area between City Hall and the former Canadian Football Hall of Fame and the initial phase of work behind City Hall near Jackson Street commenced on April 23, 2023 and is nearing completion.

Phase two installations have begun in front of City Hall along Main Street West, followed by phase three and four which will take place along the Main and Bay Street side of City Hall. Due to material supply issues as well as weather delays, the updated completion date is now scheduled for September 2023, weather permitting.

Each phase will take between three to four weeks to complete and includes the installation of temporary construction fencing, rebar installations, concrete pouring, the installation of bollards and clean-up activities. There will be periods of significant noise which are expected to last approximately a week for each phase.

Access to City Hall will not be impacted at any point during the construction project and construction updates will be provided to Council and the community as the project progresses.

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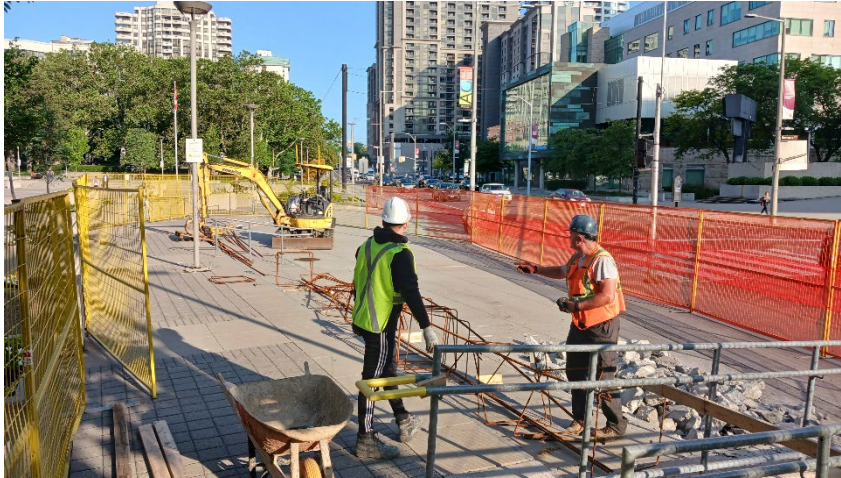
OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

**SUBJECT: City Hall Forecourt Bollard Installation Project Implementation  
Update #2 (CFEM2305) (Ward 2) – Page 2 of 2**

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*Figure 1: Phase 2 - Start of Demolition*

If you require any further information on the above matter, please contact Sam Gargarello Project Manager by e-mail at [Sam.Gargarello@hamilton.ca](mailto:Sam.Gargarello@hamilton.ca) or at (905) 546-2424 Ext. 6658.


**APPENDICES AND SCHEDULES ATTACHED**

N/A





## COMMUNICATION UPDATE

<b>TO:</b>	Mayor and Members City Council
<b>DATE:</b>	June 29, 2023
<b>SUBJECT:</b>	Update: Provincial Officer's Order #1-142403769 - HW.23.05
<b>WARD(S) AFFECTED:</b>	City Wide
<b>SUBMITTED BY:</b>	Nick Winters Director, Hamilton Water Public Works Department
<b>SIGNATURE:</b>	

The City of Hamilton was served with a Provincial Officer's Order #1-142403769 (Order) from the Ontario Ministry of the Environment, Conservation and Parks (the Ministry) related to the Burlington Street spill that occurred on November 22, 2022. The Order can be found on the City's Provincial Orders webpage ([here](#)).

In total, there were eight (8) Items within the Ministry's Order for Hamilton Water to address, which have all now been fulfilled by staff and submitted to the Ministry.

Hamilton Water staff previously completed Items No. 1 through 4 of the Order in February and March 2023 and all requirements of Items No. 5 and 6 in May 2023. This update is to advise that as of today, staff have fulfilled all of the actions required of Items No. 7 and 8 of the Order. These were the final two (2) Items to be submitted to the Ministry as requested in the Order.

Item No. 7 required the City to document the City's programs and processes for identifying spill(s) and unauthorized discharges of untreated sewage within the City of Hamilton sewer system. This includes the program enhancements identified on the findings of Order Items No. 3 and 5 in a suitable operating procedure, guidance document or report.

Item No. 8 required the procedures, guidance documents and/or reports to be submitted to the Ministry by June 30, 2023. Please refer to Appendix "A" and/or the City's Provincial Orders webpage ([here](#)), to review the full list of documents provided.

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OUR Vision: To be the best place to raise a child and age successfully.

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**SUBJECT: Update: Provincial Officer's Order #1-142403769 - HW.23.05 (City Wide) - Page 2 of 2**

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Hamilton Water plans to submit a Recommendation Report for Council consideration in September 2023 with an implementation plan for the program enhancements identified on the findings of Order Items No. 3 and 5. This report will be presented to Public Works Committee and it will identify resource requirements to implement the enhanced programs and an analysis of the legal and financial implications.

Should you have any questions about this communication update please feel free to contact me via email at [Nick.Winters@hamilton.ca](mailto:Nick.Winters@hamilton.ca) or at Extension 1474.

**APPENDICES AND SCHEDULES ATTACHED**

Appendix "A" to Communication Update HW.23.05 - Documents to Address Items No. 7 and 8 of MECP Order No. 1-142403796

<b>Title:</b>	<b><i>Unauthorized Discharges of Untreated Sewage - Identification, Monitoring and Control Framework</i></b>	
<b>Document #</b>	<b><i>PW-WW-L-013-009</i></b>	<b><i>Document Level: 3 Divisional</i></b>
<b>Issue #:</b>	<b><i>1</i></b>	<b><i>Issue Date: June 2023</i></b>

## **1 INTRODUCTION**

The following are programs and processes for identifying Spill(s) and unauthorized discharges of untreated sewage within the City of Hamilton sewer system, including program enhancements identified by addressing the items in Provincial Officers' Order Number 1-142403769 dated January 18, 2023. Note that the below programs include associated documents that support the programs.

## **2 SAMPLING & MONITORING**

### 2.1 Dry Weather Sampling (PW-WW-P-013-012)

Note: Release of procedure is pending council approval for resources.

### 2.2 [Hamilton Water Surface Water Quality Program Framework](#)

## **3 MAINTENANCE**

### 3.1 [Infrastructure Maintenance, Rehabilitation and Renewal \(PW-WW-P-026-001\)](#)

### 3.2 [Updating Asset Information Using WIMS Red Lining \(PW-WW-P-011-014\)](#)

## **4 SPILL RESPONSE**

### 4.1 [Spills Response Notification, Coordination and Corrective Actions \(PW-WW-P-12-003\)](#)

## **5 COMMUNICATIONS**

### 5.1 [External Regulatory and Other Communications \(PW-WW-P-008-002\)](#)

### 5.2 [Process for Issuing External Communications with the Public \(PW-WW-P-008-10\)](#)

### 5.3 Sewage Spills Communication Plan (PW-WW-P-012-018)

Note: Release pending.

**BCOS software tracks the revision history of document.**

## 1 PURPOSE

To describe how stormwater collection system dry weather sampling testing and monitoring is undertaken. This procedure also describes how results are communicated, as required, and how regulatory reporting requirements are met.

## 2 SCOPE

This procedure applies to the Hamilton Water Division. The procedure outlines the process to conduct dry weather in-pipe sampling for the stormwater collection system.

## 3 DEFINITIONS

CCC	Customer Contact Centre (Corporate), the 24-hour call centre for the City of Hamilton: 905-546-CITY (2489)
Chain of Custody Form	Form accompanying a sample that contains all pertinent information about the sample ensuring that a sample is traceable from collection through analysis
CHEL	City of Hamilton Environmental Laboratory
Combined Sewer Overflow (CSO)	A discharge to the environment from a combined sewer system that usually occurs as a result of a precipitation event when the capacity of the combined sewer is exceeded. It consists of a mixture of sanitary wastewater and stormwater runoff and often contains high levels of floatables, pathogenic microorganisms, suspended solids, oxygen-demanding organic compounds, nutrients, oil and grease, toxic contaminants and other pollutants.
C&R	Compliance and Regulations Section
Cross-Connection Control Project (CCCP)	Initiatives designed to locate and eliminate crossed sewer pipes that are discharging sewage into the City of Hamilton's storm sewer system, thus allowing that sewage to enter the harbour untreated
CS&CO	Customer Service and Community Outreach Section
CSG	Compliance Support Group

<b>Title:</b>	<b>Stormwater Collection System Dry Weather Sampling</b>		
<b>Document #</b>	PW-WW-P-013-012	<b>Document Level</b>	Level III (Scoped)
<b>Issue #:</b>	<b>DRAFT1</b>	<b>Issue date:</b>	<b>ETA - September '23</b>

ECA	Environmental Compliance Approval
EME	Environmental Monitoring & Enforcement Unit
Final Approved Lab Reports	Analytical results provided to CHEL clients
Grab Samples	Discrete samples representing characteristics at a particular time
Hamilton Water (HW)	The Hamilton Water Division, which is the water, wastewater, and stormwater Operating Authority for the City of Hamilton
IPS	Infor Public Sector (formerly HANSEN). Departmental and cross-sectional modular software system, offering a variety of packages designed to handle different aspects of municipal operations such as infrastructure assets inventory, work management, stock inventory systems, service applications and call centers, licensing and enforcement
LIMS	Laboratory Information Management System
MOE	Ontario Ministry of Environment as amended (i.e. Ministry of Environment (MOE), Ministry of Environment and Energy (MOEE), Ministry of Environment and Climate Change (MOECC), Ministry of Environment, Conservation and Parks (MECP))
Operating Authority	Staff within the Hamilton Water Division who are responsible for the operation, maintenance and providing support services to the COH DWSs and WWSs (including water treatment and distribution)
PO	Plant Operations Section
PWCS	Public Works Department- Engineering Services Division- Construction Services

<b>Title:</b>	<b>Stormwater Collection System Dry Weather Sampling</b>		
<b>Document #</b>	PW-WW-P-013-012	<b>Document Level</b>	Level III (Scoped)
<b>Issue #:</b>	<b>DRAFT1</b>	<b>Issue date:</b>	<b>ETA - September '23</b>

Regulators/Regulatory Bodies	Regulatory bodies which oversee activities, products and services of the HW Division including Ministry of the Environment (MOE), Ministry of Labour (MOL), Public Health Services (PHS) and others
SAC	MOE, Spills Action Center (1-800-268-6060)
WD&WWC	Water Distribution and Wastewater Collection Section
WM	Watershed Management group in Hamilton Water.

#### 4 RESPONSIBILITY

##### 4.1 Owner (Stormwater Systems)

- Oversee the sampling, testing and monitoring of the City of Hamilton’s Drinking Water and Wastewater Systems to ensure that regulatory requirements are met.
- Provide resources as required for sampling, testing and monitoring.

##### 4.2 CHEL

- Complete testing and analysis of collected samples. CHEL may conduct the analysis or subcontract the analysis as required.
- Record analytical results from analyzed samples.
- Provide final analytical reports to the Operating Authority.
- Maintain records as per [Document and Records Control procedure PW-WW-CR-EL-P-010-P-010](#).

##### 4.3 WD&WWC Section

- From time to time on an as needed basis, will support EME sample collection where complex sampling or complex traffic control situation exist.

##### 4.4 CSG

- Provide analytical results and or other related information as may be requested by MOE inspectors.

##### 4.5 EME

- Sampling plans, schedules, sampling, reporting, and spills response.

## 5 PROCEDURE

### 5.1 Sampling Requirements

- 5.1.1 Sampling schedule (to be developed).
- 5.1.2 Sampling location list (to be developed).
- 5.1.3 The list of sample analytes and trigger conditions for spill investigation related to this procedure will be maintained and updated from time to time by EME.
- 5.1.4 The In-Pipe Inspection and Sampling program operates in dry weather only.

### 5.2 Dry Weather Definition

- 5.2.1 Dry Weather for the In-Pipe Storm Sewer Inspection and Sampling Program, is defined as:
  - 5.2.1.1 24 hours following a 10 mm or less precipitation event and/or no significant snow melt (in keeping with Hamilton Water EME dry weather definition for permits); and
  - 5.2.1.2 48 hours following a 10.1mm up to 14.9 mm precipitation event and/or no major snow melt; and
- 5.2.2 72 hours following a 15 mm or greater precipitation event and / or following significant snow melt event.

### 5.3 Inspection of Storm Sewer Outfalls and Maintenance Holes

- 5.3.1 When inspecting a storm sewer outfall and/or maintenance hole (MH), document all observations of flow, no flow, debris build up at the base of the outfall, staining, and any odours.
- 5.3.2 Take a photograph of the full outfall pipe, if safe to do so.
- 5.3.3 If vegetation or tree build up is obstructing the outfall, or erosion around the outfall structure has occurred, contact the Wastewater Collection team to rectify.
- 5.3.4 If there is **no flow** from the outfall, document that there is no flow on the specific day and time for the Asset ID and move upstream to inspect the first accessible upstream MH.
- 5.3.5 If there is flow at the outfall or within an upstream MH, document the following findings:

- Date
- Asset ID number
- Staff member's name
- Street name: park name of MH location (add additional reference point if possible)
- Non-natural odours (e.g., sewage, chemicals, raw materials)
- Vegetation obstruction/excessive vegetation
- Erosion around outfall
- Cloudiness
- Colour
- Foam
- Suds (non-natural)
- Sanitary waste
- Orange staining
- Oily sheen
- Oil separated layers
- Floatables
- Algae
- Approximate flow rate
- Time sample was collected

5.3.6 Once the outfall has been inspected, sampled (if flow observed), and all documentation completed, proceed to the next upstream MH for inspection and sampling, if required. Continue to systematically inspect next upstream storm MH in dry weather, to complete the storm sewer outfall catchment area.

#### **5.4 Documenting Lake Level Influence on upstream Maintenance Access Holes**

5.4.1 Documenting the influence of Lake levels on the storm sewer system is important to establish baseline conditions at submerged outfalls. This documentation will create a baseline record. It is understood that over time, outfalls and MHs influenced by lake water, may change depending on Lake Ontario water levels. Due to changing lake levels, inspections will begin at the visible Outfalls for this Program and will then move upstream to the MH. From the submerged storm sewer outfalls, the first upstream MH influenced by Lake water, is to be documented as such and then work backwards, upstream, inspecting, and documenting conditions in each upstream MH. This upstream MH inspection will continue until a MH, not influenced by lake



water levels, can be properly inspected and sampled, if flow is present.

## 5.5 Non-Lake water influence MH Inspection and Sampling

5.5.1 Once the first, non-Lake water influenced, upstream storm sewer MH from a submerged CSS storm sewer outfall catchment area is determined, it is to be inspected and where it is found to contain a flow, in dry weather, it shall be sampled, and observations documented.

- Date
- Asset ID number
- Staff member's name
- Street name: park name of MH location (add additional reference point if possible)
- Non-natural odours (e.g., sewage, chemicals, raw materials)
- Vegetation obstruction/excessive vegetation
- Erosion around outfall
- Cloudiness
- Colour
- Foam
- Suds (non-natural)
- Sanitary waste
- Orange staining
- Oily sheen
- Oil separated layers
- Floatables
- Algae
- Approximate flow rate
- Time sample was collected

## 5.6 In-Pipe Inspection Checks for Non-Lake influenced Storm Maintenance Access Holes Procedure

5.6.1 Assess the following Testing, Analysis & Recording of Results

- Is there flow in the Maintenance access Hole?
- Is there the presence of detectable odours of sewage, chemicals, or raw

materials within or emanating from of the MH, regardless of flow or absence of flow in the storm sewer?

- Record sewer conditions and observations
- Take photograph of internal MH condition

5.6.2 If no observations are made of flow or odours, document these conditions; continue to systematically inspect next upstream storm MH in dry weather, to complete the storm sewer outfall catchment area.

## 5.7 In-Pipe Inspection and Sampling

5.7.1 If a flow is present in the storm sewer MH, in dry weather, samples are to be collected.

5.7.2 As this program will have iterative improvements, regularly confirm with Program Supervisor the specific samples to be collected.

5.7.3 Collect and preserve samples as per [City of Hamilton Environmental Laboratory Sampling Protocols, PW-WW-CR-EL-V-011](#).

## 5.8 Determining if the flow is a spill

5.8.1 An observatory clear and known volume sample jar should be used to collect a sample from the storm sewer MH flow to estimate the flow rate; and, observe for any olfactory observations of non-natural odours This sample bottle will not be submitted to the Laboratory for analysis.

5.8.2 Should the initial observatory clear jar sample show cloudiness, colour, oily sheen, oil separated layers, foam, suds (non-natural foam determined from shake test), sewage odours, non-natural odours, suspended material, or solids:

- Take a photo of the MH condition
- Take a grab sample to be analyzed for the In-Pipe Program parameters
- Photograph filled sample bottles, which are lined up
- Document observations, time of sampling and sampling actions before proceeding to upstream Maintenance access hole
- Proceed to trace upstream to find the source in dry weather

5.8.3 When Source Not Found:

5.8.3.1 When working in the office to review sample data of flow in maintenance access

hole with no source found, determine if sample parameter trigger conditions, per above, were detected. Add to database that flow was detected, and whether trigger exceedances were recorded.

- 5.8.3.2 When no trigger exceedances of the program parameters occur – return to inspecting the next upstream maintenance access hole in the catchment area and inspect maintenance access hole and sample if flow is present and continue moving upstream inspecting and sampling as required.
- 5.8.3.3 When exceedances are detected return to maintenance access hole displaying exceedances and check for flow again and if present collect a sample for comparison with original sample and then attend upstream maintenance access hole and determine if flow is present and if so, collect sample and trace upstream to find the source.
- 5.8.4 When Source is found from tracing and deemed a spill under the Hamilton Sewer Use Bylaw and other Legislation:
  - 5.8.4.1 Report to MOE Spills Action Centre (SAC) at 1-800-565-4923 immediately.
  - 5.8.4.2 Report to the City Spill Reporting Centre (905-540-5188) for spill response initiated through Hamilton Water.
  - 5.8.4.3 Spill containment and cleanup may be required along with an updated report to MOE Spills Action Centre.
  - 5.8.4.4 Information is recorded in the database of spill found (add date) contributing to source of exceedance(s).
  - 5.8.4.5 Following spill remediation and clean-up and sampling data review return to catchment area and re-check that the maintenance access hole which had flow deemed as a spill to ensure no other flows exist and to confirm the spill had been the source of the observed flow. If flow exists, repeat 5.7.
- 5.8.5 Should the flow be traced to be between two maintenance access holes, (meaning there is no flow in upstream maintenance access holes, but there is flow in two downstream MHs), then this is to be documented in the database and a request for CCTV work is to be made to determine if the flow is from damaged infrastructure or unknown connection in between the two maintenance access holes.
  - 5.8.5.1 Following CCTV work and conclusion that infrastructure repairs are required and made, the master tracking spreadsheet is updated, and the downstream MH is re-inspected to confirm if the flow has ceased. If flow exists upon repairs being made,

this is likely indicative of another event occurring and the steps in 5.8 are repeated.

## 5.9 Initial In-Pipe Sampling Program Spill Investigation Trigger Conditions

5.9.1 Sample analytes will evolve and change over the life of this program and will be maintained in EME by the supervisor of this program. The initial analytes and trigger conditions are as follows:

5.9.2 Table of initial analytes:

Parameter	Rationale	Trigger Condition
Metals Group	Representative of ICI discharges and are within Hamilton's Sewer Use Bylaw & meets definition of OWRA Sewage	Storm parameter exceedances of Hamilton Sewer Use Bylaw 14-090 limits  Presence of other metals without storm limits that should not be in the storm sewer and potentially a spill
Total Mercury	Recent findings of dental practices in Hamilton using low pH cleaners and solubilizing Mercury and meets definition of OWRA Sewage	Greater than 0.05 ug/L (microgram per Litre), which is the detection limit for Mercury  Mercury should not be present in the storm sewer and is an indicator of a spill
Caffeine	Caffeine is only found in Human Sewage	Presence of Caffeine at or above the analytical detection level of 5 ug/L
Biochemical Oxygen Demand	Indicator of sewage	exceeds 15 mg/L. A number of Greater Toronto Area municipalities have this limit in their storm section of Sewer Use Bylaws and this would be an indicator of a sewage spill
E. coli	Indicator of sewage and animals	Over 3400 counts/100 ml to account for animal sewage
pH	Representative of ICI discharges and within Hamilton the Sewer Use Bylaw and meets definition of OWRA Sewage	Exceedance of the Hamilton Sewer Use Bylaw 14-090 storm sewer Limits and is an indicator of a spill.

<b>Title:</b>	<b>Stormwater Collection System Dry Weather Sampling</b>		
<b>Document #</b>	PW-WW-P-013-012	<b>Document Level</b>	Level III (Scoped)
<b>Issue #:</b>	<b>DRAFT1</b>	<b>Issue date:</b>	<b>ETA - September '23</b>

O-Phosphate	Indicator of potable water leak due to use of substance for lead control in watermains and an opportunity to find and fix nonrevenue water losses	Presence of O-Phosphate can indicate a leak of potable water or contributions from fertilizers or ICI discharges
Chloride	Indicator of saltwater pool discharge, road salt, and industrial dischargers and meets definition of OWRA Sewage	Greater than 1500 mg/L to detect industrial discharges, excessive de-icing salt or saltwater pool discharges
Temperature	Indicator of sewage, spill, or potable water leak and meets definition of OWRA Sewage	Greater than 40°C. A number of Greater Toronto Area municipalities have this limit in their storm section of Sewer Use Bylaws and would be indicative of Sewage under OWRA

## 5.10 Grab and Composite Samples

5.10.1.1 CHEL analyzes grab and composite samples as required. CHEL may also subcontract the analysis of samples.

5.10.1.2 CHEL records analytical data through LIMS.

## 5.11 Communication of Results

5.11.1.1 CHEL provides grab and composite sample analytical results to the Operating Authority through the provision of Final Approved Lab Reports.

5.11.1.2 Analytical results will be provided to MOE Inspectors upon request.

## 5.12 Storage of Records

5.12.1 All records will be controlled as per the [Control of Records Procedure, PW-WW-P-016-001](#).

## 6 ASSOCIATED DOCUMENTS

- [City of Hamilton Environmental Laboratory Sampling Protocols, PW-WW-CR-EL-V-011](#)
- [Document Control and Records Control PW-WW-CR-EL-P-010-P-010](#)
- Sampling Schedule [to be developed]
- List of Sample Locations [to be developed]

**Intelex software tracks the revision history of document.**

<b>Title:</b>	<b>Infrastructure Maintenance, Rehabilitation and Renewal</b>		
<b>Document #</b>	<i>PW-WW-P-026-001</i>	<b>Document Level</b>	<b>Level III</b>
<b>Issue #:</b>	<i>7.1</i>	<b>Issue Date:</b>	<i>June 2023</i>

## 1 PURPOSE

The purpose of this procedure is to describe how the Hamilton Water Division implements infrastructure maintenance, rehabilitation and renewal programs. Infrastructure maintenance, rehabilitation and renewal depends on the condition of infrastructure, the life-cycle costs of various rehabilitation options, redundancy of equipment and the related operational risk.

## 2 SCOPE

This procedure provides a generic overview of infrastructure maintenance, rehabilitation and renewal programs within Hamilton Water. Connections to other City Departments will be highlighted in this procedure (e.g., AM of Engineering Services).

## 3 DEFINITIONS

AM Section	Asset Management Section of the Engineering Services Division
ArcGIS Online Application	ArcGIS Online Application is a cloud-based mapping and analysis solution used to make maps, analyze data, and to share and collaborate information
Asset	<p>Item, thing or entity controlled by Hamilton Water related to water, wastewater and stormwater operations that has potential or actual value to the City of Hamilton.</p> <p>Value can be tangible or intangible, financial or non-financial, and includes consideration of risks and liabilities. It can be positive or negative at different stages of the asset life. Physical assets usually refer to equipment, inventory and properties owned by the City. Physical assets are the opposite of intangible assets, which are non-physical assets such as leases, brands, digital assets, use rights, licences, intellectual property rights, reputation or agreements. A grouping of assets referred to as an asset system could also be considered as an asset.</p>
Asset Management	Integrated approach involving planning, engineering and finance to effectively manage existing and new municipal infrastructure in a sustainable manner to maximize benefits, reduce risk and provide satisfactory levels of service to the community user in an environmentally and ecologically responsible manner.

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<b>Breakdown Emergency Maintenance</b>	Emergency activities undertaken to restore the operation or function of an asset that has ceased to operate, or for which continued operation presents an unacceptable risk.
<b>Breakdown Scheduled Maintenance</b>	Planned activities undertaken to restore the operation or function of an asset that has ceased to operate, or for which continued operation presents an unacceptable risk.
<b>CD</b>	Capital Delivery Section
<b>CMMS</b>	Computerized Maintenance Management System
<b>Corrective Emergency Maintenance</b>	Emergency maintenance activities undertaken to restore the degraded operation or function of an asset or correct an identified deficiency before a loss of operation or function occurs (see table below).
<b>Corrective Scheduled Maintenance</b>	Planned maintenance activities undertaken to restore the degraded operation or function of an asset or correct an identified deficiency before a loss of operation or function occurs (see table below).
<b>COH</b>	City of Hamilton
<b>CS&amp;CO</b>	Customer Service & Community Outreach Section
<b>CSO Facilities</b>	Includes Combined Sewer Overflow tanks and active control structures within the combined sewer system (e.g. motorized and non-motorized gates, stop logs, sensors and monitoring equipment).
<b>DWQMS</b>	Drinking Water Quality Management System
<b>DWS</b>	Drinking Water System
<b>EAM</b>	Enterprise Asset Management
<b>ECA</b>	Environmental Compliance Approval
<b>Emergency Maintenance</b>	Maintenance activities for a breakdown that requires immediate response. This may include declaring COH Policy#10 for emergency purchasing.
<b>Engineering Services (ES)</b>	The Engineering Services Division of the Public Works Department
<b>Horizontal Infrastructure</b>	Infrastructure controlled and maintained by the WDWWC Section, with capital rehabilitation and renewal services supplied by Engineering Services. For example, it includes watermains, valves, hydrants, trunk sewers, force mains, gravity mains, and storm drains.

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<b>Hamilton Water (HW)</b>	<b>Hamilton Water Division, which is the water, wastewater, and stormwater Operating Authority for the City of Hamilton.</b>
Infrastructure	Interconnected structural elements that provide the framework for supporting the operation of the DWS including buildings, workspaces, process equipment, hardware and software and supporting services such as transport or communication.
Infrastructure Renewal	Replacement of infrastructure
Infrastructure Rehabilitation	Any process of repairing or refurbishing infrastructure that returns the infrastructure to near-original condition and performance (e.g. concrete-lining of pipes, flushing watermains).
IPS	Infor Public Sector (formerly HANSEN). Departmental and cross-sectional modular software system, offering a variety of packages designed to handle different aspects of municipal operations such as infrastructure assets inventory, work management, stock inventory systems, service applications and call centers, licensing and enforcement.
<b>Maintenance</b>	<b>All processes required to keep equipment operational. This includes scheduled maintenance (breakdown, corrective, preventative and predictive) and emergency maintenance (breakdown or corrective).</b>
<b>MOE</b>	<b>Ontario Ministry of Environment as amended (i.e. Ministry of Environment (MOE), Ministry of Environment and Energy (MOEE), Ministry of Environment and Climate Change (MOECC), Ministry of Environment, Conservation and Parks (MECP))</b>
<b>MDWL</b>	<b>Municipal Drinking Water Licence – Drinking Water System Licence issued by MOE</b>
O&M	Operations and Maintenance Manual
<b>Owner (DWS/WWS)</b>	<b>Every person who is a legal or beneficial owner of the City's DWSs and WWSs. Since the City's DWSs and WWSs are publicly owned and operated, the Mayor and Council of the City of Hamilton have been identified as Owners of the City's DWSs and WWSs.</b>
ORO	Overall Responsible Operator
<b>Predictive Maintenance</b>	<b>Planned maintenance actions aimed at the prevention of</b>



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	breakdowns and failures (see table below).
<b>Preventative Maintenance</b>	Planned maintenance actions aimed at the prevention of breakdowns and failures. Includes performance-based maintenance. Includes routine or minor maintenance or inspection tasks to increase reliability of assets (see table below).
<b>Project Wise</b>	Electronic project management software used to keep project information by divisions throughout the City of Hamilton
PMATS	Plant Maintenance and Technical Services Section
PO Section	Plant Operations Section
<b>RTC</b>	<b>Real Time Control</b>
SCADA	Supervisory Control and Data Acquisition
<b>Scheduled Maintenance</b>	Activity that is planned, documented, and scheduled to reduce downtime, breakdowns or failures.
SMR	Systems Management Representative (for the BCOS, DWQMS, and WWQMS Systems) - Manager of Compliance and Regulations Section. Equivalent to QMS Representative as described in the DWQMS Standard.
Top Management (DWQMS/WWQMS)	The DWQMS and WWQMS Top Management has been identified as: the General Manager of Public Works and the Director of Hamilton Water Division.
Unit	Operational areas of sections within the Hamilton Water Division
Vertical Infrastructure	Infrastructure controlled by the PO Section and maintained by the PMATS Section including the water and wastewater treatment plants, communal well uptake and treatment systems. Although part of the water distribution and collection system, the PO and PMATS Sections are also responsible for water booster stations, storage reservoirs, water towers and re-chlorination systems (referred to as Outstations). Similarly, PO and PMATS Sections are responsible for CSO tanks, RTC structures, leachate stations and pump stations within the wastewater collection systems.
WTP	Woodward Water Treatment Plant
WDWWC	Water Distribution & Wastewater Collection Section

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Work Order (PO/ WDWWC)	Generated by CMMS to schedule and record maintenance and breakdown activities
Wastewater System (WWS)	Any works for the collection, transmission, treatment and disposal of sewage or any part of such works but does not include plumbing.
WUP	Woodward Upgrades Project
WWWSP	Water & Wastewater Systems Planning Section
WWQMS	Wastewater Quality Management System

**Comparison of definitions for Types of Maintenance**

	<b>Emergency</b>	<b>Scheduled</b>
<b>Breakdown</b>	Emergency maintenance activities that requires immediate response. These activities are undertaken to restore the operation or function of an asset that has ceased to operate, or for which continued operation presents an unacceptable risk. This may include declaring COH Policy#10 for emergency purchasing.	Planned activities undertaken to restore the operation or function of an asset that has ceased to operate, or for which continued operation presents an unacceptable risk.
<b>Corrective</b>	Emergency maintenance activities that requires immediate response. These activities are undertaken to restore the degraded operation or function of an asset or correct an identified deficiency before a loss of operation or function occurs. This may include declaring COH Policy#10 for emergency purchasing.	Planned maintenance activities undertaken to restore the degraded operation or function of an asset or correct an identified deficiency before a loss of operation or function occurs.
<b>Preventative</b>	NA	Planned maintenance actions aimed at the prevention of breakdowns and failures. Includes performance based maintenance. Includes routine or minor maintenance or inspection tasks to increase reliability of

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**Predictive** NA

assets. Maintenance may include equipment downtime.

Planned maintenance actions aimed at the prevention of breakdowns and failures. Maintenance does not result in equipment downtime.

## 4 RESPONSIBILITY

### 4.1 Owner (**DWS/WWS**)

- Ensure adequate resources for implementation of maintenance, rehabilitation and renewal programs for water, **wastewater and stormwater** infrastructure.
- Review infrastructure maintenance, rehabilitation and renewal programs including the evaluation of their effectiveness as reported by the Operating Authority.

### 4.2 Top Management

- Provide the Owner with information regarding the maintenance, rehabilitation and renewal programs including the evaluation of their effectiveness as reported by the Operating Authority.
- Ensure the adequacy of infrastructure maintenance, rehabilitation and renewal programs to support the continued delivery of safe, clean drinking water to COH customers, **environmentally safe collection and processing of wastewater, and to ensure the health and safety of HW staff.**
- Communicate the status of maintenance programs to the Owner

### 4.3 SMR

- Ensure the effectiveness of infrastructure maintenance, rehabilitation and renewal programs are discussed at DWQMS **and WWQMS** Management Review meetings.
- Report DWQMS **and WWQMS** Management Review outcomes to the Owner.

### 4.4 Director HW

- Oversee the infrastructure maintenance, rehabilitation and renewal programs for vertical and horizontal infrastructure programs.
- Assist in evaluating the effectiveness of maintenance, rehabilitation and renewal programs and authorize changes, as required.

#### 4.5 Director, Water & Wastewater Operations

- Assist in evaluating the effectiveness of maintenance, rehabilitation and renewal programs and authorize changes, as required.
- Ensure that the long-term forecast is reviewed at least once every calendar year.
- Ensure adequate resources for infrastructure maintenance and rehabilitation programs for vertical, horizontal and SCADA infrastructure.
- Ensure the effectiveness of maintenance programs for vertical, horizontal and SCADA infrastructure to maintain compliance with regulation.

#### 4.6 Director, Water & Wastewater Planning and Capital

- Assist in evaluating the effectiveness of maintenance, rehabilitation and renewal programs and authorize changes, as required.

#### 4.7 Manager, CD

- Development and use of an asset management database for vertical assets.
- Monitor and maintain the asset management program for vertical Infrastructure.
- Ensure adequate resources for the asset management program for vertical infrastructure.

#### 4.8 Senior Project Managers, WWSP

- Develop plans for infrastructure programming
- Assist WDWWC Section with the infrastructure renewal program for horizontal infrastructure.

#### 4.9 Manager, WDWWC

- Ensure adequate resources for infrastructure maintenance and rehabilitation programs for horizontal infrastructure.
- Ensure the effectiveness of horizontal infrastructure maintenance programs to maintain compliance with regulation.
- Oversee, in conjunction with relevant sections from Engineering Services, the infrastructure rehabilitation and renewal programs for horizontal infrastructure.
- Assist in evaluating the effectiveness of maintenance, rehabilitation and renewal programs and authorize changes, as required.

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#### 4.10 Superintendent Water Distribution ORO

- Oversee water quality, customer service, and compliance programs for horizontal DWS infrastructure
- **Oversee Hydrant Painting Program.**
- Assist in evaluating the effectiveness of maintenance, rehabilitation and renewal programs and authorize changes, as required

#### 4.11 Superintendents Water Distribution – (East & West Districts)

- Oversee the maintenance programs for horizontal DWS infrastructure.
- Assist in evaluating the effectiveness of maintenance, rehabilitation and renewal programs and authorize changes, as required

#### 4.12 Superintendent – Contract Services & Wastewater Collection

- Oversee contracted programs for horizontal DWS and WWS infrastructure
- Oversee contracted programs for stormwater/**drainage** programs
- Oversee customer service, compliance and maintenance programs for horizontal WWS and stormwater infrastructure
- **Oversee the evaluation and** effectiveness of maintenance, rehabilitation and renewal programs and authorize changes, as required
- **Oversee non-contract related work (e.g. inspections, in-house repairs, etc)**

#### 4.13 **Project Manager – Stormwater Operations & Maintenance, WDWWC**

- **Ensure contracted monitoring and repair programs for stormwater infrastructure**
- **Assist in evaluating the effectiveness of maintenance, rehabilitation and renewal programs and authorize changes, as required**

#### 4.14 **Stormwater Management Technologist - WDWWC (Stormwater & Drainage)**

- **Ensure work orders are scheduled in IPS for preventative and event driven group projects.**

#### 4.15 Project Managers, CD

- Ensure relevant PMATS Section Maintenance Supervisors and Planners have information required to support maintenance of new assets (e.g. asset inventory with appropriate details, recommended maintenance schedules, warranty details)

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for projects under their area of responsibility.

#### 4.16 **Manager, PMATS**

- Ensure adequate resources for infrastructure maintenance and rehabilitation programs for vertical infrastructure.
- Oversee, in conjunction with PO, the maintenance programs for vertical infrastructure and SCADA to ensure compliance with regulations.
- Ensure the effectiveness of maintenance programs for vertical infrastructure.
- Provide input, in conjunction with PO, WWWS, CD and WUP, the infrastructure rehabilitation and renewal programs for vertical infrastructure.
- Oversee, in conjunction with PO, WWWS, CD and WUP, the rehabilitation and renewal programs for SCADA infrastructure.
- Assist in evaluating the effectiveness of maintenance, rehabilitation and renewal programs and authorize changes, as required.

#### 4.17 **Senior Project Manager – Capital & Technical Services, PMATS**

- Oversee maintenance and small capital work projects related to immediate needs and emergencies for vertical DWS and WWS assets utilizing maintenance capital budgets.
- Oversee DWS and WWS facility management program and projects (including contracted programs).
- Assist in evaluating the effectiveness of maintenance, rehabilitation and renewal programs and authorize changes, as required

#### 4.18 **Superintendent Maintenance, PMATS**

- Ensure PMATS has information required to support maintenance of assets (e.g. asset inventory with appropriate details, maintenance schedules, warranty details).
- Oversee maintenance programs for vertical DWS, WWS and stormwater infrastructure.
- Oversee contracted programs for vertical DWS, WWS and stormwater infrastructure maintenance.
- Assist in evaluating the effectiveness of maintenance, rehabilitation and renewal programs and authorize changes, as required

#### 4.19 **Superintendent – SCADA, PMATS**

- Ensure PMATS has information required to support maintenance of SCADA

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assets.

- Oversee maintenance programs for SCADA infrastructure.
- Oversee contracted programs for SCADA infrastructure renewal and maintenance.
- Assist in evaluating the effectiveness of maintenance, rehabilitation and renewal programs and authorize changes, as required

#### 4.20 Maintenance Supervisors – Mechanical, Electrical and Instrumentation, PMATS

- Support the Maintenance planners with the development of maintenance schedules for vertical infrastructure.
- Assign Work Orders to trades staff for completion and coordinate activities for **scheduled and emergency breakdown or corrective** maintenance.
- Verify the completion of Work Orders, and the accuracy of **EAM** data.
- Ensure the effectiveness of vertical maintenance programs.

#### 4.21 Maintenance Planners, PMATS

- Receive information required to support maintenance of assets (e.g. asset inventory with appropriate details, maintenance schedules, warranty details), and coordinate input into **EAM**.
- Receive input from Maintenance Supervisors for the development of maintenance schedules for vertical infrastructure.
- Ensure that resources are available and scheduled for the completion of maintenance work orders.
- Assign work orders to appropriate trades and communicate work schedules to trades supervisors, PO and other stakeholders as necessary.
- Develop and maintain maintenance schedules for vertical infrastructure in CMMS.
- Ensure that Work Order records are maintained in **EAM**.

#### 4.22 Manager, PO

- Oversee, in conjunction with PMATS, WWWSP, CD and WUP, the infrastructure rehabilitation and renewal programs for **vertical infrastructure**.
- Oversee, in conjunction with PMATS, the maintenance programs for **vertical infrastructure and SCADA to ensure compliance with regulations**.
- Oversee, in conjunction with PMATS, WWWSP, CD and WUP, the rehabilitation and renewal programs for **SCADA infrastructure**.

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- Ensure that equipment failures and maintenance issues are entered into **EAM** and communicated to the PMATS Section for action.
- Assist in evaluating the effectiveness of maintenance, rehabilitation and renewal programs and authorize changes, as required.

#### **4.23 PO Maintenance Operators**

- Conduct inspections and routine maintenance as required.
- Notify Process Supervisor immediately of any abnormal operating conditions or SCADA alarms/malfunctions.

#### **4.24 CS&CO**

- Update IPS and **EAM** with information about new assets
- Ensure the functionality and effectiveness of IPS and **EAM** to support maintenance, rehabilitation and renewal programs.
- Assign service request through IPS for inspection or maintenance of Horizontal infrastructure.
- Conducts community outreach about infrastructure renewal programs as necessary

#### **4.25 Superintendent, Inventory & Fleet Management (IFM)**

- Ensure the effectiveness of supply chain and inventory management programs/functions to support the vertical, horizontal and SCADA infrastructure maintenance programs.

### **5 PROCEDURE**

#### **5.1 Infrastructure Renewal**

- 5.1.1 Horizontal - The **Infrastructure Renewal** Section, Engineering Services has developed an asset management program for horizontal infrastructure. The horizontal asset management program identifies the condition (i.e. age, material, repair history, life span estimates) of watermains, **sewers** and other infrastructure (e.g. underground chambers, outfalls, etc.) to prioritize infrastructure rehabilitation and renewal projects for linear infrastructure.

The Infrastructure Renewal Section produces the following two reports for the Wastewater Collection System:

**Operational Report:** This report identifies recently completed inspections with high ratings (indicating poor condition) in operational codes such as debris, surcharging,



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and obstructions. It helps identify areas where flushing or maintenance may be required to address the identified issues. The report is shared with WD&WWC.

**Structural Report:** This report identifies recently completed inspections with high ratings (indicating poor condition) in structural defect codes such as broken pipes, fractures, and deformations. The Infrastructure Renewal Section reviews this report to assess the need for rehabilitation or replacement of the sewer based on the identified structural issues.

WDWWC administers the Substandard Water Service Replacement program to replace substandard water service pipes. The CS&CO Scheduler / Dispatcher assigns service requests to WDWWC through IPS as per [Scheduler/Dispatcher – Water Service Line Operation PW-WW-CS-CS-P-011-010](#).

5.1.2 Vertical – CD is in the process of developing an asset management program for vertical infrastructure. The procedure entitled [Review and Provision of Infrastructure procedure \(PW-WW-P-025-001\)](#) has been developed to document the process followed by Hamilton Water in reviewing the adequacy of its drinking-water, wastewater and stormwater systems infrastructure for both horizontal and vertical infrastructure. This procedure defines the Hamilton Water infrastructure renewal program.

## 5.2 Horizontal Infrastructure Maintenance & Rehabilitation

### 5.2.1 IPS

5.2.1.1 HW uses the IPS database to maintain records (for horizontal infrastructure) related to scheduled and emergency maintenance, defective infrastructure and customer complaints regarding drinking water, stormwater and wastewater infrastructure. WDWWC Section Staff are responsible for logging maintenance activities into the IPS database and reporting incorrectly tagged field assets as per [Updating Asset Information Using WIMS Redlining \(PW-WW-P-011-014\)](#) ensuring the accuracy of the IPS data.

5.2.1.2 CS&CO update IPS with information about new horizontal assets as per [Transfer of Assets \(PW-WW-P-004-003\)](#).

### 5.2.2 Water Distribution Preventive Maintenance

5.2.2.1 The inspection and preventive maintenance program for horizontal infrastructure is overseen by WDWWC staff. The program items in the table below are completed by WDWWC staff as well as by Contract Services. WDWWC directs the inspection program conducted by Contract Services.

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<b>Water Distribution Preventive Maintenance Program</b>	<b>Frequency</b>
Valve Exercising/Inspection Program	<ul style="list-style-type: none"> <li>Once every year for large watermains (≥400mm) in the Hamilton DWS.</li> <li>Once every three years for small watermains (&lt;400mm) in Hamilton DWS and all valves in the Fifty Road DWS.</li> <li>Once every three years for the Communal Well Systems - Carlisle, Freelton, Greensville, Lynden</li> </ul>
Hydrant Flow and Code Program	<ul style="list-style-type: none"> <li>Inspect hydrants once every year to meet the requirements of the Ontario Fire Code</li> <li>Flow testing hydrants every 3 years</li> </ul>
Hydrant Painting Program	<ul style="list-style-type: none"> <li>Hydrants are painted as required. Colour of hydrant tags indicates flow range.</li> </ul>
Dead End Flushing Program	<ul style="list-style-type: none"> <li>Flushing select dead ends to prevent low chlorine residuals, promote low tuberculation levels and improve water clarity. Automatic Flushing Stations are set up by including the use of blow offs and post hydrants.</li> </ul>
PRVs and Check Valves	<ul style="list-style-type: none"> <li>Annual inspection check of valves in the water distribution system</li> <li>Annual inspection of PRV settings and check valves to ensure they are functioning as designed</li> </ul>
Auto Flusher Units	<ul style="list-style-type: none"> <li>Twice a year perform preventative maintenance and inspection</li> </ul>
Sample Stations	<ul style="list-style-type: none"> <li>Twice a year perform preventative maintenance and inspection</li> </ul>
Anti-stagnation Valves	<ul style="list-style-type: none"> <li>Annual inspection of valves, replace batteries and ensure that valves are functioning as designed</li> </ul>
Air Valves	<ul style="list-style-type: none"> <li>Once every five (5) year inspect for operation and maintenance of the air valves</li> </ul>

5.2.2.2 Scheduled Breakdown or Corrective Maintenance, and Emergency Breakdown or Corrective Maintenance, is completed as per Repairs - Watermains, Valves and Hydrants PW-WW-DC-WD-P-011-005. This procedure outlines the process and requirements for horizontal WDS infrastructure repairs.

### 5.2.3 Wastewater Collection Preventive Maintenance

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5.2.3.1 WDWWC manages the Sewer Lateral Cross Connection Program to help isolate cross connections between storm and sanitary/combined sewers.

5.2.3.2 Inspections completed by the Wastewater and Stormwater Collection team outlined below may have instances where follow up maintenance is required. The maintenance is completed either immediately or scheduled for a later date, as required.

<b>Wastewater &amp; Stormwater Collection Preventive Maintenance Program</b>	<b>Frequency</b>
Sanitary Air Valves	• Inspect and maintain all sanitary air valves annually or more frequently as required
Sewer Boom Inspections	• Inspect all floating sewer booms weekly for debris and signs of CSOs
Sensitive Inlets/Outfalls	• Inspect monthly or more frequently as required
Inlets/Outfalls	• Inspect Annually
Syphons	• Inspect bi-monthly for blockages or more frequently as required
CSO Outfalls	• Inspect monthly
Odour Lids	• Inspect all odour lids annually
Biofilters	• Inspect every 4 months
Manholes	• Inspect as required based on historical needs
Oil Grit Separator	• Inspect monthly
Critical regulator	• Inspect biannually, or more frequently as required
Non-critical regulator	• Inspect annually
Glanbrook Forcemain swabbing	• Biannually or more/less frequently depending on pumping output

**5.2.4 Stormwater and Drainage Assets**

Stormwater and Drainage Assets: stormwater ponds, watercourses, and municipal drains. It does not include the linear assets described above (5.2.3.2)

Stormwater Technologist schedules stormwater infrastructure maintenance in IPS as work orders for preventative maintenance and event driven group projects. Upon completion, the records are stored in the ArcGIS Online Application. All necessary

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forms are found in the ArcGIS Online Application. These forms include, but are not limited to: compliance inspection, rainfall inspection, grass cutting and litter collection inspection, encroachment inspection, graffiti inspection, and watercourse inspection. Engineering drawings and ECAs are stored in Project Wise.

<b>Wastewater &amp; Stormwater Collection Preventive Maintenance Program</b>	<b>Frequency</b>
Storm Storage basin, compliance inspections	• Annual
Storm Storage basin, sensitive pond inspections	• Biweekly (less frequent during fall/winter season)
Watercourse inspections (Program under development)	• TBD
Municipal Drains (Program under development)	• TBD

Divisional responsibility for stormwater infrastructure can be found in the [Stormwater Asset Responsibility in Public Works PW-P-026-001](#).

## 5.2.5 Effectiveness of Maintenance

5.2.5.1 The effectiveness of maintenance programs is continually tracked within the WDWWC section through the monitoring of performance metrics and KPIs. Program summaries are prepared, presented and discussed annually as part of the HW Sectional Annual Reporting process.

## 5.3 Vertical Infrastructure Maintenance & Rehabilitation

### 5.3.1 CMMS/EAM

5.3.1.1 The PMATS Section staff uses an EAM database that houses data related to the asset number (unique identifier) for vertical infrastructure, preventative maintenance, predictive maintenance, emergency or scheduled breakdowns and calibration of equipment. Asset IDs are structured as per [CMMS Naming Structure \(PW-WW-MT-V-011-003\)](#).

5.3.1.2 PMATS update EAM with information about new assets as per [Transfer of Assets \(PW-WW-P-004-003\)](#).

## 5.3.2 SCADA Maintenance

5.3.2.1 Superintendent – SCADA oversees the maintenance of vertical infrastructure through SCADA system reports.

## 5.3.3 Technical Services

### 5.3.3.1 Facilities

Facilities Maintenance utilises the EAM database for vertical infrastructure preventative maintenance, predictive maintenance and corrective emergency and corrective scheduled maintenance of assets and record keeping. In addition, some facility assets are maintained independent of the EAM system through external service contracts.

### 5.3.3.2 Capital Maintenance Projects

Capital Maintenance Projects are needs identified by Asset Management – condition assessments immediate needs, operational immediate needs, cyclical maintenance and emergencies. Maintenance projects are prioritized through stakeholder consultation using Failure Mode, Effects & Criticality Analysis (FMECA).

Projects are delineated between Capital Delivery (CD) and Technical Services – Small Capital using the [CD/PMATS Decision Tree](#).

## 5.3.4 Preventative Maintenance

5.3.4.1 See [Preventative Work Order Process for Maintenance \(PW-WW-MT-P-011-003\)](#) for outline of process and requirements.

5.3.4.2 PMATS performs maintenance related to condition assessments including Capital Maintenance Projects.

## 5.3.5 Scheduled Breakdown or Corrective Maintenance and Emergency Breakdown or Corrective Maintenance

5.3.5.1 See [Breakdown and Corrective Work Order Process for Maintenance \(PW-WW-MT-P-011-002\)](#) for outline of process and requirements.

## 5.3.6 Effectiveness of Maintenance

5.3.6.1 Effectiveness of maintenance programs is monitored through KPIs utilizing data from the EAM program. Technical services meets with stakeholders every 6 months to review and prioritize projects.

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5.3.6.2 The procedure [Review and Provision of Infrastructure PW-WW-P-025-001](#) discusses the infrastructure review process.

#### 5.4 Reporting To the Owner (DWS/WWS)

5.4.1 Top Management reviews the effectiveness of infrastructure maintenance, rehabilitation and renewal programs at the [Management Review meetings \(PW-WW-P-018-001\)](#). DWQMS and WWQMS Management Review outcomes are reported to the Owner (DWS/WWS).

### 6 ASSOCIATED DOCUMENTS

[Control of Documents Procedure \(PW-WW-P-010-001\)](#)

[Control of Records Procedure \(PW-WW-P-016-001\)](#)

[Management Review \(PW-WW-P-018-001\)](#)

[Review & Provision of Infrastructure \(PW-WW-P-025-001\)](#)

[Transfer of Assets \(PW-WW-P-004-003\)](#)

[Breakdown and Corrective Work Order Process for Maintenance \(PW-WW-MT-P-011-002\)](#)

[Preventative Work Order Process for Maintenance \(PW-WW-MT-P-001-003\)](#)

[CMMS Naming Structure \(PW-WW-MT-V-011-003\)](#)

[Repairs - Watermains, Valves and Hydrants \(PW-WW-DC-WD-P-011-005\)](#)

[Scheduler/Dispatcher – Water Service Line Operation \(PW-WW-CS-CS-P-011-010\)](#)

[BCOS + DWQMS Operation - Water Service Size and Type \(PW-WW-DC-WD-P-011-007\)](#)

[Stormwater Asset Responsibility in Public Works \(PW-P-026-001\)](#)

[CD/PMATS Decision Tree](#)

[Updating Asset Information Using WIMS Redlining \(PW-WW-P-011-014\)](#)

BCOS software tracks the revision history of document.

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**1 PURPOSE**

The redline function in WIMS allows users to indicate changes to water, stormwater, and sewer assets by placing a point or line on the map and adding text comments. This procedure outlines the process by which these changes are requested and updated.

**2 SCOPE**

This procedure applies to staff in HW that submit Redlining updates within WIMS.

Redlines submitted by staff are reviewed by the Water Information Systems (WIS) team and update e-mails are sent to users when assets have been added, edited, or retired. Redlines can also lead to the WIS team making changes in IPS (Hansen). Water and sewer assets displayed in WIMS are synchronized to reflect potential changes every evening

This process does not include alterations in the water and wastewater systems that require approvals, as per the following Level III procedures: DWQMS Approvals Process for Alterations of Drinking Water Systems PW-WW-P-004-001 and Procedure for Wastewater Approvals PW-WW-P-004-006.

**3 DEFINITIONS**

Asset	Tangible item or entity connected to City of Hamilton water, wastewater or stormwater infrastructure. These items may be part of the infrastructure operations that has potential or actual value to the City of Hamilton.
COH	City of Hamilton
CS&CO	Customer Service and Community Outreach Section
Hamilton Water (HW)	Hamilton Water Division, which is the water, wastewater, and stormwater Operating Authority for the City of Hamilton.

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IPS	Infor Public Sector (formerly HANSEN). Departmental and cross-sectional modular software system, offering a variety of packages designed to handle different aspects of municipal operations such as infrastructure assets inventory, work management, stock inventory systems, service applications and call centers, licensing and enforcement.
WD&WWC	Water Distribution and Wastewater Collection System
WIMS	Water Information Management System
WIS	Water Information Systems unit of CS&CO

**4 RESPONSIBILITY**

4.1 Sectional Managers

- Ensure that staff follow this procedure and are trained on this procedure

4.1.1 Senior Spatial Systems Application Analyst, Asset Management Application Technologist, Asset Management Application Specialist, WIS

- Responsible to understand this procedure and ensure that this process is completed when required

4.2 All HW WIMS end users

- Submit redlining points in WIMS to indicate changes to water and sewer assets

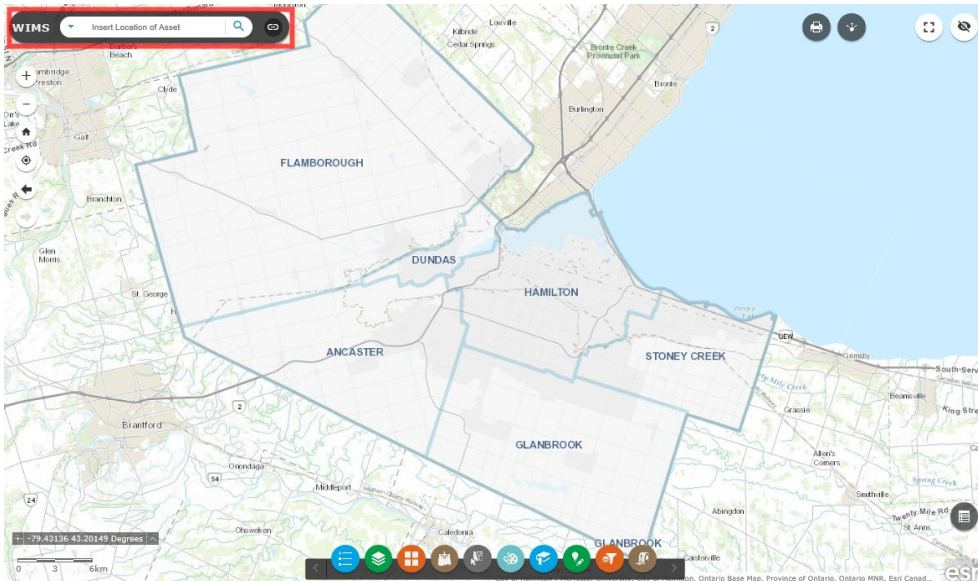
**5 PROCEDURE**

5.1 Directions

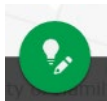
1. To begin the redline process, open [WIMS](#).
2. Navigate to the location that requires changes by searching for an address or asset using the indicated widget or by panning and zooming the map.



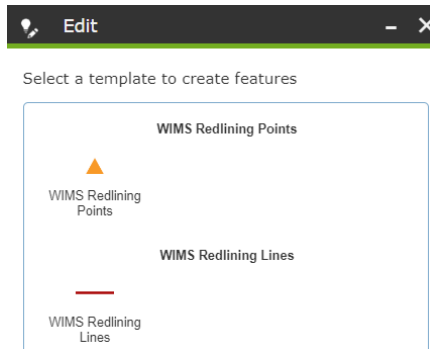
<b>Title:</b>	<b>Updating Asset Information Using WIMS Redlining</b>		
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3. Click the Edit widget on the bottom toolbar.



4. Select WIMS Redlining Points or WIMS Redlining Lines from the Edit pop-up.



5. Click on the map to add a point. (Line can also be used with multiple points)

6. Enter a USER\_NAME, ASSET\_INFO and COMMENTS into the first three boxes of the WIMS Redlining pop-up.

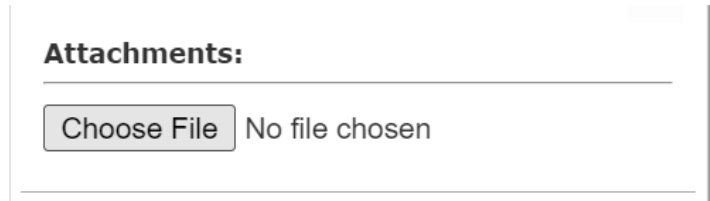
**USER\_NAME** – User’s name indicating who is requesting the change. First initial and last name is acceptable. User name may be used to contact the requestor for more details.

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**ASSET\_INFO** – Asset identifier (i.e. AN16V042) or type of asset that requires a change. If indicating multiple changes with one redline, multiple asset ID's can be included here.

**COMMENTS** – Explanation of the required changes.

- Staff can also choose to upload an attachment near the bottom of the editing window.



- Click 'Save' to submit the redline.
- To add another redline, repeat steps 5-8. If redlining is complete, click the 'x' in the Edit pop-up to dismiss the tool.

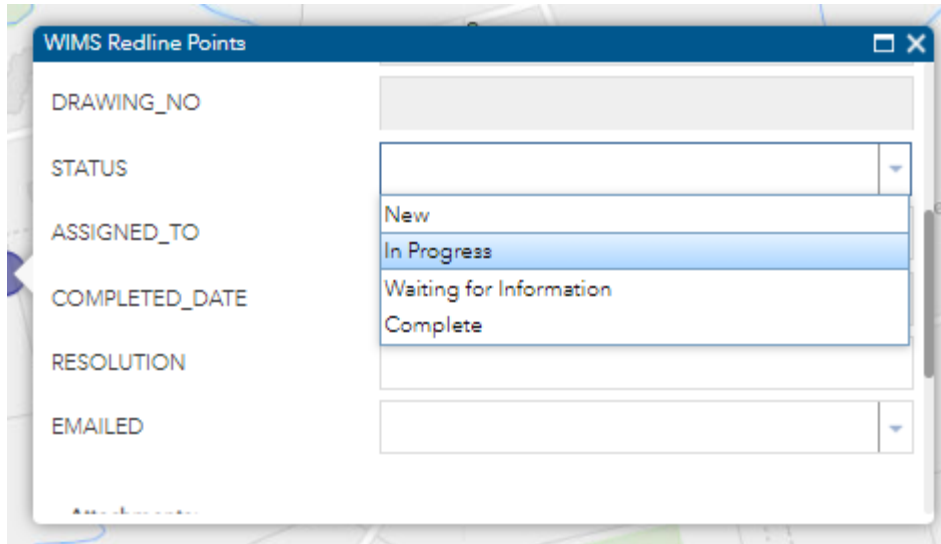
## 5.2 Directions to Edit an Existing Redline

- Navigate to an existing redline location.
- Click the redline point on the map to view a pop-up containing COMMENTS, ASSET\_INFO and USER\_NAME.
- Click the menu option in the pop-up and select Edit to make changes to COMMENTS, ASSET\_INFO and/or USER\_NAME.
- Click 'Save' to submit the updated redline.
- Staff will receive an email from a WIS member upon completing redline actions.

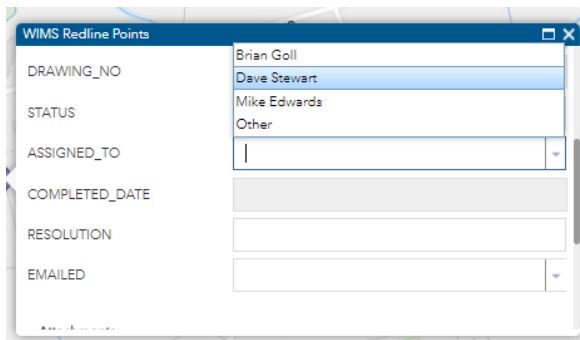
## 5.3 WIS

- Navigate to the following:  
<https://hamiltonwater.maps.arcgis.com/apps/webappviewer/index.html?id=f6b472f2135246dc9f358d1140919567> using your HW AGOL account or tap into the redline layers via the corporate database in order to make edits (GEODBA.WIMS\_REDLINE\_POINTS and GEODBA.WIMS\_REDLINE\_LINES)
- Select a redline to review.
- Update the status field accordingly.

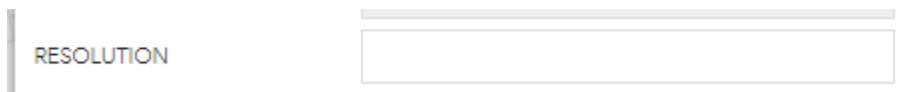
<b>Title:</b>	<b>Updating Asset Information Using WIMS Redlining</b>		
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4. Fill in the “Assigned to” field

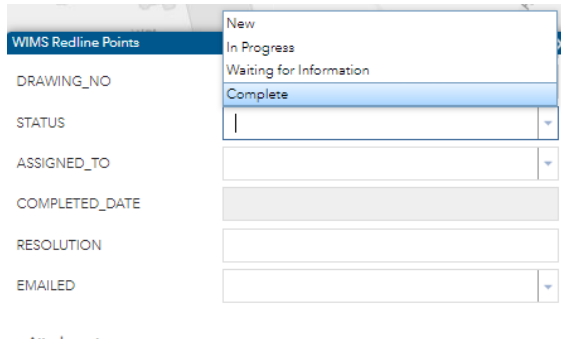


5. Review the request and make appropriate actions. Some back and forth communications may be necessary to ensure interpretation is correct.
6. Send email to redline requestor that the redline has been completed. Details/ snapshots may be included if needed.
7. Add resolution details if necessary.

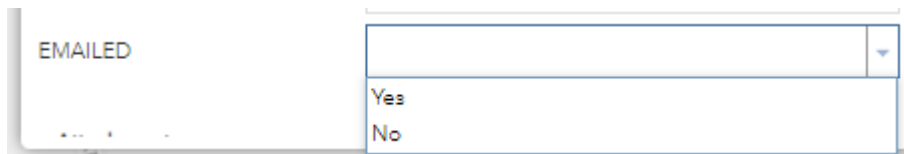


8. Change status to “Complete”. This will auto trigger the completed date to be filled in.
9. This task is actioned on a weekly basis.

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10. Change “Emailed” field to “Yes”



5.4 Notes

1. All redlines are stored and kept within the redline layers.
2. Completed redlines are filtered out of WIMS.
3. For efficiency purposes a batch editor was added to our internal redline app.

6 ASSOCIATED DOCUMENTS

- [Transfer of Assets PW-WW-P-004-003](#)
- [DWQMS Approvals Process for Alterations of Drinking Water Systems PW-WW-P-004-001](#)
- [Procedure for Wastewater Approvals PW-WW-P-004-006](#)
- [BCOS + DWQMS Water Main - Dead end Flushing Procedure PW-WW-DC-WD-P-011-022](#)
- [Operation – Water Valves and hydrants PW-WW-DC-WD-P-011-002](#)

**BCOS software tracks the revision history of document.**

## 1 PURPOSE

To explain the protocol for notification and coordination among HW staff to ensure that immediate and sufficient corrective actions are implemented in a consistent and efficient manner in the case of spills of various magnitudes.

## 2 SCOPE

Spills originating from HW infrastructure, caused by HW staff, HW contractors or that have potential to enter HW property or infrastructure.

For spills occurring within CHEL, lab staff follow the [Chemical Hygiene Plan PW-WW-CR-EL-P-019-065](#).

## 3 DEFINITIONS

BCOS	Beyond Compliance Operating System – Environmental, Health and Safety Management System for the Hamilton Water Division. BCOS is an umbrella system to the Environmental Laboratory QMS and the DWQMS sub-systems and the WWQMS sub-systems.
CCC	Customer Contact Centre (Corporate), the 24-hour call centre for the City of Hamilton: 905-546-CITY (2489)
C&R	Compliance & Regulations Section
CD	Capital Delivery Section
CHEL	City of Hamilton Environmental Laboratory
COH	City of Hamilton
Corporate EOC	The City of Hamilton’s Emergency Operations Centre located at 1227 Stone Church Road. This EOC can be activated in the event of a city-wide emergency
CS&CO	Customer Service and Community Outreach Section
EEO	Environmental Enforcement Officer
EME	Environmental Monitoring & Enforcement Unit

<b>Title:</b>	<b><i>Spills Response Notification, Coordination and Corrective Actions</i></b>		
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External Spill	A spill that is caused by anyone other than HW Staff or those working on behalf of HW
Hamilton Water (HW)	The Hamilton Water Division, which is the water and wastewater Operating Authority for the City of Hamilton.
HW Staff Having Control of Spill	Staff who are responsible for capital projects at HW sites or operational staff from WD&WWC, PO, PMATS, CD and the Woodward Capital Upgrade Project.
HW - SMT	The Hamilton Water Senior Management Team includes the Directors & Section Managers of the Hamilton Water Division
Intake Protection Zone (IPZ)	<p>The contiguous area of land and water immediately surrounding a surface water intake, which includes:</p> <p>The distance from the intake;</p> <p>A minimum travel time of the water associated with the intake of a municipal residential system or other designated system, based on the minimum response time for the water treatment plant operator to respond to adverse conditions or an emergency;</p> <p>The remaining watershed area upstream of the minimum travel time area, as applicable to inland water courses and inland lakes only.</p>
Internal Spill	A spill that is caused or permitted by HW Staff or those working on behalf of the <b>COH.</b>

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IPS (HANSEN) Infor Public Sector (formerly HANSEN). Departmental and cross-sectional modular software system, offering a variety of packages designed to handle different aspects of municipal operations such as infrastructure assets inventory, work management, stock inventory systems, service applications and call centers, licensing and enforcement. **Also, will be defined as designated work order management system**

Leadership Teams Specific Teams in the City of Hamilton DLT (Departmental Leadership Team), SLT (Senior Leadership Team), EMT (Extended Management Team),

Major Spill The release of a substance of such magnitude and nature that it requires resources outside the normal scope of HW staff to control, contain, and clean-up and/or remediate the affected area. The spill may or may not have entered the COH sewage system, a COH WTP or WWTP, the natural environment, an IPZ, or a WHPA; is beyond the normal scope of the owner or person having control of the spill to control, contain, and clean-up; and may cause or is likely to cause adverse effects or public concerns in the immediate vicinity of the spill or beyond.

Any spill that is likely to cause significant adverse effects or public concerns in the immediate vicinity of the spill or beyond.

Minor Spill A minor spill is the release of a substance of such a magnitude and nature that it has not entered, and has no potential to enter the sewage system, a COH WTP or WWTP, the natural environment, an IPZ, or a WHPA; the spill can be easily controlled, contained and cleaned by the owner or person having control of the spill without adverse effects or public concerns.

Moderate Spill A moderate spill is the release of a substance of such magnitude and nature that may or may not have entered the sewage system, a COH WTP or WWTP, the natural environment, an IPZ, or a WHPA; the spill is beyond the normal scope of the owner or person having control of the spill to control, contain, and clean-up. There may be adverse effects or public concerns in the immediate vicinity of the spill, but the resources required to control, contain, and clean-up the spill and/or remediate the affected area are within the normal scope of HW staff.

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MOE	Ontario Ministry of Environment as amended (i.e. Ministry of Environment (MOE), Ministry of Environment and Energy (MOEE), Ministry of Environment and Climate Change (MOECC), Ministry of Environment, Conservation and Parks (MECP))
Natural Environment	The land, water, air or any combination or part thereof, within the COH municipal boundaries.
Overflow	Sewage flows to the environment outside of normal operating conditions. Means a discharge to the environment from the sewage works at a location other than the approved effluent disposal facilities or via the effluent disposal facilities downstream of the Final Effluent sampling point. All diversions of sewage from the collection system (including pumping stations) are Overflows. The definition of overflow contained within MECP approvals takes precedent.
Person Having Control of Spill	The person and the person's employee or agent, if any, having the charge, management or control of the spilled substance immediately before the spill.
PMATS	Plant Maintenance & Technical Services
PO	Plant Operations Section
Policy #10	COH policy for emergency purchasing (refer to the <a href="#">COH Purchasing Policy By-law 20-205</a> , As Amended).
PW-EOC	Public Works Emergency Operations Centre located at 330 Wentworth. This EOC may be activated if an emergency event requires support from multiple Divisions within the Public Works Department. It may also be activated by the Corporate EOC in support of a city-wide emergency.
RFQ	Request for Quotations
SAC	MOE, Spills Action Center (1-800-268-6060)
Sewage	According to Sewer Use By-Law 14-090 defined as: The composite of water and water-carried matter from agricultural, commercial, industrial, institutional or residential premises or any other source, but does not include stormwater.



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SLT	COH Senior Leadership Team
Spill	According to O. Reg 675/98 spill (when used with reference to a pollutant), means a discharge (a) into the natural environment, (b) from or out of a structure, vehicle or other container, and (c) that is abnormal in quality or quantity considering all the circumstances of the discharge.
Spills Reporting Line	<b>905-540-5188: A telephone line strictly for reporting spill occurrences and/or to request assistance. An EEO is on-call to assess each incident and respond appropriately. This line is monitored 24 hours a day, 7 days a week and the number is 905-540-5188. Outside business hours a caller must hold the line to speak to a CCC representative.</b>
Spill Response Team (SRT)	Initiated, as needed by the HW Director (or designate), the SRT is a group of COH staff from different sections with a connection to a spill. This group is responsible for directing COH assets and resources to efficiently and effectively bring the specific event to resolution.
Substance	Any solid, liquid or gas, or any combination of any of them.
Third Party	Any person(s), outside of HW.
WD&WWC	Water Distribution and Wastewater Collection Section
WHPA	Wellhead Protection Area. The surface and underground area surrounding a water well or well field that supplies a municipal residential system or other designated system through which contaminants are reasonably likely to move to eventually reach the water well or wells.
WTP	Water Treatment Plant
WUP	Woodward Upgrade Project
WWWPC	Water & Wastewater Planning & Capital Section
WWWSP	Water & Wastewater Systems Planning Section

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WWTP                      Wastewater Treatment Plant  
WWW                      Water and Wastewater

## 4 RESPONSIBILITY

### 4.1 Director of HW or Designate

- Ensure resources are available to deal with spills as required by this procedure.
- Approve purchasing documents, contract documents, and Policy #10 requests related to this procedure.
- Communicate with the MOE at the Director level, other government agencies, other COH departments, media, HW - SMT, SLT, DLT and COH Council as required.
- Provide support with internal and external communication in the case of spills.
- Initiate SRT on an as needed basis and as required by this procedure.
- Delegates the coordination of the assessment, control, containment, and clean-up of spills as required by this procedure.
- Delegates the coordination of the remediation of areas affected by spills as required by this procedure.

### 4.2 Manager of C&R or Designate

- Coordinate all spill related communication with MOE and other government agencies.
- Communicate with HW - SMT in the case of spills, as required.
- Become a member of SRT as required.
- **Ensure that all HW staff are aware of and are trained to follow this procedure.**

### 4.3 Directors and Managers, or Designate(s)

- Ensure that spills are reported and dealt with as required by this procedure.
- Communicate with C&R staff and HW - SMT in the case of spills, as required.
- Approve purchasing and contract documents related to this procedure.
- Ensure resources are available to deal with spills as required by this procedure.
- Become a member of SRT as required.

#### 4.4 CCC

- Customer Contact Centre (Corporate), the 24-hour call centre for the City of Hamilton: 905-546-CITY (2489)
- Follow the [Service Level Agreement between the Customer Contact Centre and Hamilton Water](#).

#### 4.5 CHEL Staff

- Coordinate analytical testing services for samples submitted in relation to this procedure.
- Become members of SRT or otherwise support SRT as required.

#### 4.6 CS&CO Staff

- Provide support with internal and external communication in the case of spills.
- Become members of SRT or otherwise support SRT as required.

#### 4.7 EME Staff

- Respond to and initiate the coordination of the assessment, control, containment, and clean-up of spills as required by this procedure.
- Coordinate the cleanup to ensure no further detrimental impact to City sewage works. EME notifies appropriate City section for impacted asset e.g. Roads, for remediation.
- Communicate with the MOE, other government agencies, spill clean-up contractors, and consultant companies as required.
- Communicate with other COH staff and involve them, as appropriate to facilitate this procedure.
- Document actions taken in relation to spills as required.
- Collect samples for analytical testing as required. If a sewage spill or overflow (as required by MOE approvals) from COH infrastructure, collect sample if safe and practical to do so.
- Contact the Source Protection Planning Senior Project Manager as required.
- Provide details for fact sheets and reports as required.
- Investigates source of spill and evaluates enforcement action as required
- Update Service Request and upload pertinent documents as required.
- Become members of SRT or otherwise support SRT as required.
- Contact the section from where the internal spill originated from to inform them of MECP communications

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#### **4.8 Source Protection Planning Senior Project Manager (or designate)**

- Confirm impact or potential impact of spills on IPZs or WHPAs.
- Notify the representative Source Protection Authority of the impact of spills on IPZs or WHPAs.
- Provide information on the natural attributes and managed land in IPZs or WHPAs.

#### **4.9 HW Staff Having Control of Spill**

- Report all spills to the COH Spill Reporting Line and, if necessary, SAC.
- Take operational measures as required to correct immediate spill factors as directed by each section operational requirements.
- Communicate with other COH staff and involve them as appropriate to facilitate this procedure.
- Document actions taken in relation to spills as required.
- Assist EME to coordinate tasks and contractors as required to control, contain, and clean-up spills that originate from the WD&WWC system or PO facilities.
- Manage all costs associated with spills originating from the WD&WWC system, or PO facilities as required.
- Develop and forward fact sheets and reports as required.
- Upload documents into **designated work order management system** as required.
- Become members of SRT or otherwise support SRT as required.
- If EME is not required to act as support, HW staff shall:
  - Take emergency measures to control impact to people, property, and the environment as contain, and clean-up spills as required by this procedure.
  - Coordinate the assessment, control, containment, and clean-up of spills as required by this procedure.
  - Coordinate the remediation of areas affected by spills as required by this procedure.
  - Communicate with the MOE, other government agencies, spill clean-up contractors, and consultant companies as required

#### **4.10 HW Staff**

- Report any identified internal and external spills to the COH Spills Reporting Line and, if necessary, SAC.

## **5 PROCEDURE**

### **5.1 Communications**

### 5.1.1 Spill Reporting

5.1.2 HW staff, who may witness an internal or external spill regardless of severity (Minor/Moderate/Major) are to immediately report the spill to the COH Spill Reporting Line.

5.1.2.1 The HW staff and/or HW business unit having control of the spilled substance or the HW staff who causes or permits the spill (Moderate/Major Spills), immediately reports the spill to SAC and the COH Spill Reporting Line.

5.1.2.2 Where the responsible party is unclear, or if it is unknown if a spill has been reported, the first HW staff member that becomes aware that a spill has occurred, must report the spill to COH Spill Reporting.

5.1.2.3 According to O. Reg. 675/98 Class II, discharge portable water from man-made reservoirs due to natural causes or potable water released from watermains due to accidental failure are exempted from reporting, but release of super-chlorinated water from watermains due to maintenance, repair and/or testing, is not exempted from reporting.

5.1.2.4 The information reported to the COH Spill Reporting Line and/or SAC may include the following:

- Name and contact information for the reporter and the owner of the spilled material.
- Location of the spill.
- What has been spilled and what caused the spill.
- Approximate volume of spilled substance.
- Where the spilled substance went.
- Time of the spill and its duration.
- Actions taken to control the spill.
- Whether Police, Fire, Harbour Master (Hamilton Port Authority) or other external assistance is required.
- Whether SAC has been notified and if so SAC reference number.

Note: Information reported to SAC will be prompted by the SAC Officer handling the call and the reference # shall be documented. Not all information may be available at the time of report. It is OK to answer "I don't know" to any of the questions above if the information is not available. EME working together with HW business units may identify additional information and will update SAC as required.

### 5.1.3 Communication with the Media

5.1.3.1 Staff not authorized to communicate with the media will forward any inquires to the Media Contact and/or Director. (refer to the COH Media Relations Policy).

#### 5.1.4 Notification to Leadership Teams

- 5.1.4.1 Details regarding minor spills are communicated to HW SMT by the Manager(s) of any involved HW section(s). HW SMT notify any other Leadership Team(s) as required. For spills that have the potential to impact COH drinking water, Managers of C&R, PO and WD&WWC must be notified immediately.
- 5.1.4.2 Details regarding moderate and major spills are communicated through EME staff to the Manager of C&R, and to the Director of HW as required. The Director of HW notifies any other COH Leadership Teams as required (e.g. HW SMT, SRT, PW-EOC, Corporate EOC).
- HW's Moderate and Major spills may require a written information update to be forwarded through the same channels. MOE may request a formal spill report from COH.

#### 5.1.5 Document Control

- 5.1.5.1 Involved HW sections/units keep track of their own correspondence, reports, and invoices related to a spill.
- 5.1.5.2 EME staff log the spill information and appropriate associated documents into Service Request. Access to this section of the **workorder** database is limited to COH staff who enter or review spill information. The database is located on the COH server.
- 5.1.5.3** Where applicable, written correspondence with the MOE or other government agencies, follow up reports and any other information as directed by the Manager of C&R is uploaded into **designated work order management system**.

### 5.2 Third Parties Working on HW Projects

- 5.2.1 Third parties working on HW Projects are responsible for following all applicable federal, provincial, and municipal legislation (including spill reporting to COH and SAC)
- 5.2.2 In addition, for third party projects that have the potential for spills to occur, contract documents must require that the HW staff member in charge of the project be immediately notified if a spill occurs.

### 5.3 Internal Spills - Summarized in Appendix 1.

- 5.3.1 HW Staff and/or HW business unit having Control of Spill (The spill originates from their assets) take emergency operational measures to stop and/or contain the spilled material. Plant Operations to follow [PW-WW-PO-P-012-000-005](#), WDWWC to follow [PW-WW-DC-WC-P-012-005](#), and/or other applicable Level IV or V procedures.
- 5.3.2 HW Staff and/or HW business unit having Control of Spill report the spill to SAC and

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the COH Spill Reporting Line.

**Note: HW Staff Having Control of Spill can contact the COH Spill Reporting Line for advice from EME prior to contacting SAC. However, HW Staff Having Control of Spill are still required to contact SAC to report the spill.**

- 5.3.3 If the spilled material affects or has the potential to affect an IPZ or a WHPA the SPM of Source Protection Planning is to be notified by EME staff. **Refer to the [Intake Protection Zones and Well Head Protection Areas Visual Aid PW-WW-V-012-009](#) for additional detail**

**Note:**

- **Only spills that occur in the area bounded by the Mountain Brow, Nash/Quigley Road, Fruitland Rd., and Lake Ontario have potential to affect the Woodward WTP IPZ.**
  - **Only spills that occur in the area bounded by the Mountain Brow, McNeilly Road, Lake Ontario, and the Hamilton/Grimsby border have the potential to affect the Grimsby IPZ.**
  - **Only spills that occur near the communities of Carlisle, Freelon, Greenville, and Lynden have potential to affect WHPAs.**
- 5.3.1 When EME is contacted to provide support for a spill (via the City of Hamilton Spills Line), EME staff will assume responsibility and provide direction for all ongoing communications with the MOE, other government agencies, spill clean-up contractors, and consultant companies (as appropriate).
- 5.3.2 The HW business unit that was in control of the substance before the spill will document any pertinent facts/data related to the incident that will be used for further reporting concerning their operational system.
- 5.3.3 EME staff will initiate a preliminary investigation of the spill via telephone, or by visiting the site of the spill, following the [EME Spills Response Procedure PW-WW-CR-EM-P-012-SP01-002](#).
- 5.3.4 For spills that have the potential to impact COH drinking water, Managers of C&R, PO and WD&WWC must be notified immediately.
- 5.3.5 EME staff will assist to assess the potential for the spilled material to impact a COH WTP, WWTP, the WD&WWC system, a natural body of water, an IPZ or a WHPA: If necessary EME staff notify PO, WD&WWC and/or CD staff of the spill following [PW-WW-CR-EM-P-012-SP01-002](#)
- 5.3.6 If the spill impacts an IPZ or a WHPA, Source Protection Planning Senior Project Manager staff will take appropriate action. If the spill occurs in an IPZ or a WHPA,

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Source Protection Planning Senior Project Manager must be notified about assessment, control, containment, clean-up of spill and remediation work as required by this procedure. EME staff will provide required updates to SPM Source Protection Planning.

- 5.3.7 EME staff develops and implements a plan to characterize the spilled material and/or impact by collecting samples (if necessary), following [PW-WW-CR-EM-P-012-SP01-002](#).
- 5.3.8 EME staff ensures the clean-up and disposal of the spilled material, and notifies the asset owner of any necessary site remediation, following [PW-WW-CR-EM-P-012-SP01-002](#)

#### **5.4 Internal Spills -Third Party Summarized in Appendix 2.**

- 5.4.1 In the event that HW Staff identify that a spill has occurred as a result of a third party working on a HW project, but the person having control of the spilled substance or the person who caused or permits the spill is not on-site/available, HW Staff and/or HW business unit with operating control takes control of the spill (as outlined in Appendix 1). HW Staff to respond by following all steps outlined in this procedure as if it was caused directly by HW operations.
- 5.4.2 Upon receiving notification **related to** a third party working on a HW **project (while present)**, the HW staff member in charge of the project ensures that:
  - The person responsible for the spill has notified SAC, verifying that such notification has in fact been made; and
  - The person responsible for the spill has notified the COH Spills Reporting Line, verifying that such notification has in fact been made; and
  - The person or third party responsible for the spill coordinates the containment and clean-up of the spilled substance(s) and the remediation of affected areas; and where necessary, the HW staff member in charge of the project takes action to prevent, eliminate, and ameliorate any adverse effects and to restore the surrounding area in accordance with COH policies and procedures through a suitable sourced contractor. EME assistance may be requested as required.
  - The third party working on a HW project may be requested to submit a report to meet MOE requirements for spill reporting and/or requirements of the City Sewer Use By-Law.

#### **5.5 External Spills - EME Assistance Required**

- 5.5.1 In the event that COH staff report via COH Spills Reporting Line that a spill has occurred as a result of a third party working for the COH (not associated with HW operations), and the call is triaged to EME for incident investigation, EME will ensure



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that:

- Report to SAC as required.
- The person having control of the spilled substance or the person who caused or permits the spill is contacted and made aware of the situation.
- Ensures the person responsible for the spill coordinates the containment and clean-up of the spilled substance(s) and the remediation of affected areas; and where necessary, acts to prevent, eliminate, and ameliorate any adverse effects and to restore the surrounding area in accordance with COH policies and procedures through a suitable sourced contractor.
- Ensures any impacted third parties are notified of spill incident.
- The third party working on a COH project may be requested to submit a report to meet MOE requirements for spill reporting and/or requirements of the City Sewer Use By-Law.
- Enforce the City's Sewer Use Bylaw (as required)
- EME to coordinate immediate clean-up, EME will notify appropriate COH department or HW section responsible for impacted asset for remediation.

5.5.2 If a resident, business, MOE, Conservation Authority or any other third-party report via COH Spills Reporting Line that a spill has occurred and the call is triaged to EME for incident investigation, EME will ensure that:

- Report to SAC as required.
- The person having control of the spilled substance or the person who caused or permits the spill is contacted and made aware of the situation.
- Ensures the person responsible for the spill coordinates the containment and clean-up of the spilled substance(s) and the remediation of affected areas; and where necessary, acts to prevent, eliminate, and ameliorate any adverse effects and to restore the surrounding area in accordance with COH policies and procedures through a suitable sourced contractor.
- The person having control of the spilled substance or the person who caused or permits the spill submit a report to meet requirements of the City Sewer Use By-Law (typically related to IC&I sectors)
- Enforce the City's Sewer Use Bylaw (as required)

5.5.3 When EME are activated by CCC to provide support for a spill, EME staff will assume responsibility for all immediate communications with the MOE, other government agencies, spill clean-up contractors, and consultant companies (as appropriate).

5.5.4 EME staff initiate a preliminary investigation of the spill via telephone, or by visiting the site of the spill, following the **EME Spills Response Procedure PW-WW-CR-EM-P-**

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### **012-SP01-002.**

- 5.5.5 EME staff assess the potential for the spilled material to impact a COH WTP, WWTP, the WD&WWC system, a natural body of water, an IPZ or a WHPA:
- 5.5.6 EME staff develops and implements a plan to characterize the spilled material and/or impact by collecting samples (if necessary), following [PW-WW-CR-EM-P-012-SP01-002](#).
- 5.5.7 EME staff ensures the clean-up and disposal of the spilled material, and notifies the asset owner of any necessary site remediation, following [PW-WW-CR-EM-P-012-SP01-002](#).

### **5.6 Involvement of the HW Director**

- 5.6.1 The HW Director reviews the details of the spill as provided by the C&R Manager and decides whether an SRT needs to be initiated.
- 5.6.2 The HW Director notifies Leadership Teams (as required).
- 5.6.3 If an SRT is initiated, the HW Director delegates the coordination of the containment/clean-up of the spilled material, and/or the remediation of the affected area to the most appropriate HW section manager or business unit lead. The SRT provides support and expertise to the HW Director to facilitate this end.
- 5.6.4 Should an SRT not be initiated, the HW section/unit with control of the spilled material coordinates containment/clean-up of the spilled material, and remediation of affected area(s). EME assistance may be requested as required.

### **5.7 Cost Recovery**

- 5.7.1 Invoices for work related to internal spill are forwarded to HW Staff or HW business unit having control of spill as appropriate. Clean-up is the **immediate** action to stop the spill whether at operational level (closing valves) or preventing the spill from reaching any further (booms and berms) or having EME coordinate vacuum trucks to clean up contaminant.
- 5.7.2 **Invoices for work related to external spill for immediate clean up are covered by EME and a cost recovery package is sent to the appropriate party through Risk Management. Remediation and associated costs are the responsibility of the asset owner and may be recovered through cost recovery with Risk Management.**
- 5.7.3 Remediation is the process of returning the site to its original condition after the immediate spill has been cleaned.

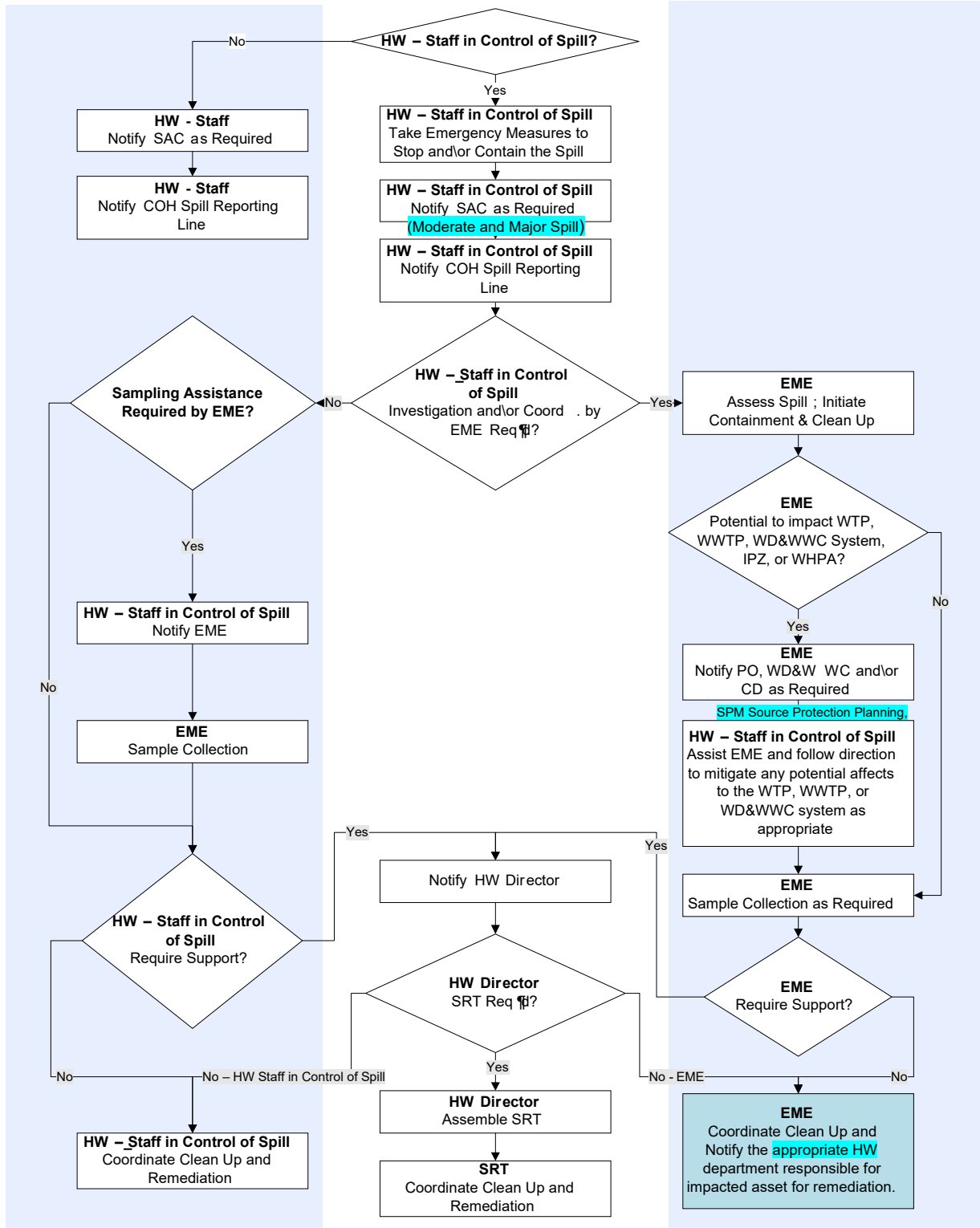
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## 6 ASSOCIATED DOCUMENTS

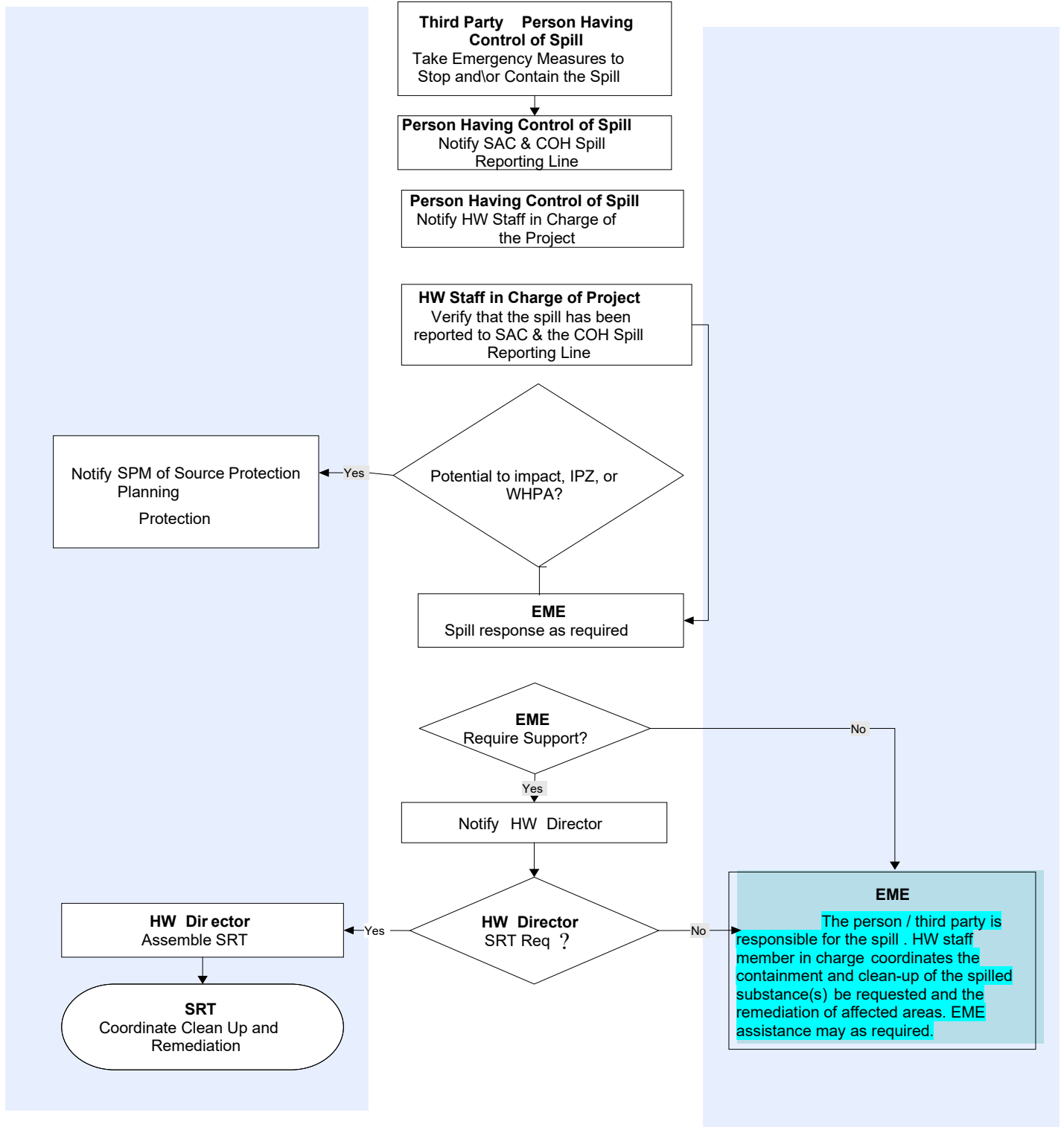
- BCOS Emergency-Sewage Collection System Spills PW-WW-DC-WC-P-012-005
- COH Media Relations Policy
- COH Purchasing Policy By-law 20-205 ,
- EME Spills Response Procedure PW-WW-CR-EM-P-012-SP01-002
- Environmental Protection Act, R.S.O. 1990, c. E. 19
- Halton-Hamilton Source Protection Plan
- Grand River Source Protection Plan
- Niagara Source Protection Plan
- Intake Protection Zones and Well Head Protection Areas Visual Aid PW-WW-V-012-009
- MOE Spills Reporting – A Guide to Reporting Spills and Discharges
- Spills Emergency Procedure – Plant Operations PW-WW-PO-P-012-0000-005
- Chemical Hygiene Plan PW-WW-CR-EL-P-019-065
- SLA between CCC and HW
- Notifications and Response to Reported Algae/Cyanobacteria Events PW-WW-P-008-011
- Sewage Spills Communication Plan PW-WW-P-012-018 (Under development)

**BCOS software tracks the revision history of document.**

**Appendix 1 Internal Spills - Spills Coordination Decision Matrix**



**Appendix 2 Internal Spills – Third Party Involvement Spills Coordination Decision Matrix**



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## 1 PURPOSE

The purpose of this procedure is to outline the Hamilton Water Division's communication process, related to water, **stormwater** and wastewater programs and processes, with external (i.e. person's from outside of COH) regulatory and other external environmental stakeholders.

## 2 SCOPE

This procedure applies to the Hamilton Water Division of the City of Hamilton.

## 3 DEFINITIONS

AWQI	Adverse Water Quality Incident. Any situation where the drinking water in the system (treatment/distribution) does not meet the requirements listed in O. Reg. 170 Schedule 16
BCOS	Beyond Compliance Operating System – Environmental, Health and Safety Management System for the Hamilton Water Division. BCOS is an umbrella system to the Environmental Laboratory QMS, DWQMS and <b>WWQMS</b> sub-systems.
BLT	<b>BCOS Lead Team. Includes SMR, Compliance Support Group, staff representatives (QA Supervisors or equivalent) from the Hamilton Water Division.</b>
CD	Capital Delivery Section
CALA	Canadian Association for Laboratory Accreditation – a not-for-profit Canadian laboratory accreditation body. CALA delivers laboratory accreditation in the fields of environmental, food, mineral, petroleum testing, <b>cannabis and sampling</b> . Accreditation is based on site assessments to international standards.
CHEL	City of Hamilton Environmental Laboratory

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CHEL QMS	City of Hamilton Environmental Laboratory (CHEL) Quality Management System (QMS). CHEL is accredited to ISO/IEC 17025 – general requirements for the competence of testing and calibration laboratories for specific tests which are listed in their scope of accreditation. If testing laboratories comply with the requirements of ISO/IEC 17025, they operate a QMS for their testing activities that also meets the principles of ISO 9001.
COH	City of Hamilton
COH Documents	Documents originating from within the City of Hamilton
C&R	Compliance and Regulations Section
CS&CO	Customer Service and Community Outreach Section
Development Engineering Section	The Development Engineering Section of the Planning and Economic Department
DWQMS	Drinking Water Quality Management System
DWWP	Drinking Water Works Permit - Drinking Water System Permit issued by MOE
DWS	Drinking Water System
ER/ERO	Environmental Registry of Ontario
ECA	Environmental Compliance Approval
EME	Environmental Monitoring & Enforcement Unit
EQH&S	Environment, quality, health and safety
<b>ES</b>	<b>The Engineering Services Division of the Public Works Department</b>
External Stakeholders	External stakeholders are not COH employees. They include people and organizations with a vested interest in the activities, products and services provided by the HW Division including customers/public, suppliers, regulatory bodies, industry/local businesses and residential neighbours.
<b>Form 1</b>	<b>Record of Watermain Authorized as a Future Alteration</b>
<b>Form 2</b>	<b>Record of Minor Modification or Replacement to the DWS</b>

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<b>Form 3</b>	<b>Record of Addition, Modification or Replacement of Equipment Discharging a Contaminant of Concern to the Atmosphere</b>
Hamilton Water - HW	The Hamilton Water Division, which is the water, wastewater and stormwater Operating Authority for the City of Hamilton
HW-SMT	The Hamilton Water Senior Management Team includes the Directors & Section Managers of the Hamilton Water Division.
HW-SMT Legal Update	An internal communication document provided to BLT and HW-SMT members. It may contain legislative proposals/updates, new/modified legislation, updates on regulatory approvals/inspections/audits etc.
Internal Stakeholders	HW Division employees and other COH employees
MDWL	Municipal Drinking Water Licence – Drinking Water System Licence issued by MOE
MMAH	Ministry of Municipal Affairs and Housing
MOE	Ontario Ministry of Environment as amended (i.e. Ministry of Environment (MOE), Ministry of Environment and Energy (MOEE), Ministry of Environment and Climate Change (MOECC), Ministry of Environment, Conservation and Parks (MECP))
Non-compliance	Non-fulfillment of a relevant legal requirement of federal or provincial environmental and health and safety laws.
Non-conformance	Non-fulfillment of the requirements of the approved EQH&S Standards, policies and/or procedures for the BCOS System. In the case of vendors of essential supplies and services, non-fulfillment of contract requirements.
OHS	Occupational Health and Safety
Owner (AWQI)	Manager of C&R Section (owner for the purpose of adverse water quality notifications) or Superintendent of CHEL or designate (Owner backup)



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Owner (DWS /WWS)	Every person who is a legal or beneficial owner of the City's DWSs and WWSs. Since the City's DWSs and WWSs are publicly owned and operated, the Mayor and Council of the City of Hamilton have been identified as Owners of the City's DWSs and WWSs.
Owner Representative/Owner Designate	The Supervisor, Lab Services or designate
<b>P&amp;ED</b>	<b>Planning and Economic Development Department</b>
PMATS	Plant Maintenance & Technical Services Section
PO	Plant Operations Section
Project Proponents	Those who propose to make alterations to the COH's water & wastewater systems and who prepare and submit Amendment Applications. Project Proponents may include: staff from the Planning & Economic Development (P&ED) Department and the HW Division. P&ED staff act as Project Proponents on behalf of private developers.
PTTW	Permit to Take Water issued by the MOE
QA	Quality Assurance (staff): Staff who are responsible for maintaining quality within HW's Quality Management Systems. e.g. Sectional Quality Assurance Analyst, Quality Assurance Supervisor etc.  Quality Assurance (process): Planned and systematic pattern of actions necessary to ensure that management and technical controls are being followed.
Regulators/Regulatory Bodies	Regulatory bodies which oversee activities, products and services of the HW Division including Ministry of the Environment (MOE), Ministry of Labour (MOL), Public Health Services (PHS) and others
SMR	Systems Management Representative (for the BCOS, DWQMS and WWQMS Systems) - Manager of Compliance and Regulations Section. Equivalent to QMS Representative as described in the DWQMS Standard.
Top Management (DWQMS / WWQMS)	The DWQMS and WWQMS Top Management has been identified as: the General Manager of Public Works and the Director of Hamilton Water Division.
<b>WM</b>	<b>Watershed Management</b>

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WWS	Wastewater System
WWQMS	Wastewater Quality Management System
WWWSP	Water & Wastewater Systems Planning Section

## 4 RESPONSIBILITY

### 4.1 Director, Hamilton Water or Designate

- Communicates vital information to Top Management and Owner regarding external environmental regulatory requirements and reports back to staff.
- Communicates with Hamilton Water staff regarding any decisions/feedback related to the DWQMS, WWQMS and BCOS made by the Owner or Top Management in relation to external regulatory and other requirements. Responsible for decisions regarding MOE inspection and/or investigation processes.
- Notifies Council of any Federal and Provincial Orders.
- Responsible for ensuring Federal and Provincial Orders are posted in locations that may be specified in the Order.
- Inform the General Manager of any identified imminent risk to human health or safety in the community and provide details on recommendations from consultant and mitigation plans as available.

### 4.2 Hamilton Water Directors and Section Managers or Designate

- Ensure that technical information required by regulatory bodies is provided by staff to appropriate internal and external stakeholders in a timely manner.
- Ensure that the SMR is informed of new documentation and developments relating to regulatory communications.
- Communicate information regarding external regulatory activities to supervisors within their respective sections.
- Orders, communications and/or requests for information from regulators shall be copied to the SMR and CSG.
- When advised of any imminent risks to human health or safety in the community by a consultant, ensure that all identified risks are communicated immediately to their direct Supervisor or designate and the Director of their division.
- Directors will inform the General Manager of the Department of the identified imminent risk to human health or safety in the community and provide details on recommendations from consultants and mitigation plans as available.

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#### 4.3 Manager CS&CO

- Oversees community outreach communications and events, educational and promotional materials (i.e. fairs, presentations, brochures, signs, public notices (excluding media releases), program and project marketing, electronic marketing etc.) related to the DWQMS, WWQMS and BCOS systems.

#### 4.4 Manager C&R

- Acts as System Management Representative (SMR) for the BCOS, WWQMS and DWQMS systems, as described in the Roles, Responsibilities and Authorities Matrix (PW-WW-G-006-001), and as such, ensures that staff, management and members of council are informed of interactions with regulatory bodies, as they relate to this role in the above systems.
- Acts as owner representative of the Operating Authority for COH DWSs and WWSs.
- Oversees CSG to ensure activities related to inspections, approvals related to alterations to MDWLs, DWWPs, ECAs or Permits to Take Water are undertaken.
- Oversees compliance to EQH&S legal requirements related to Hamilton Water sections.

#### 4.5 Senior Regulatory Coordinator

- Assists the SMR with compliance support and external communications related to the BCOS, WWQMS and DWQMS systems.
- Oversees activities of CSG related to external communications with the MOE and other regulatory stakeholders.

#### 4.6 CSG

- Provides the public with access to the DWQMS and WWQMS Operational Plan Summary Report and Financial Plan, and updates information as required.
- Coordinates the maintenance of MOUs and associated documents with other municipalities and hospitals.
- Participates in the preparation, submission and distribution of the Annual Drinking Water Report to public and Council as per Preparation of Annual Drinking Water Report to Public and Council PW-WW-P-004-005
- Coordinates the review of requested documentation for MOE drinking water inspections.
- Uploads records to BCOS as necessary.
- Logs recommendations and non-compliances in the Audits & Inspection application of the BCOS database.

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- Enters, assigns, and maintains legal tasks for regulatory reports in the BCOS database.

#### 4.7 CHEL

- Provide data to assist CSCO with compilation of O. Reg. 170/03 Section 11 Annual Drinking Water Quality Reports and the Schedule 22 Annual Summary Report
- Distribute O. Reg. 170/03 Section 11 Annual Drinking Water Quality Report for the Woodward DWS and the Schedule 22 Annual Summary Report to Halton Region and Haldimand County.

#### 4.8 CS&CO

- Participates in the preparation, submission and distribution of the Annual Drinking Water Report to public and Council as per Preparation of Annual Drinking Water Report to Public and Council PW-WW-P-004-005
- Makes available to the public the Operational Plan Summary Reports (PW-WW-R-001-002 and PW-WW-R-001-003), the Financial Plan, the DWQMS and WWQMS Policy (PW-WW-R-002-002 and PW-WW-R-002-003).

#### 4.9 WWWSP

- Completes and submits regulatory reports (e.g. as per ECA conditions) and assigned legal tasks within the BCOS database.

#### 4.10 EME

- Prepares and makes available to the public and other stakeholders (e.g. contractors, industry, regulatory agencies) information related to spills, environmental enforcement and pollution prevention.
- Completes and submits regulatory reports as per the legal tasks within the BCOS database.

#### 4.11 CD

- Prepares and makes available to others (e.g. special interest groups, regulatory bodies) information related to Hamilton Water large capital projects.
- Applications and amendments to regulatory bodies will be managed by the respective project manager.

#### 4.12 PO

- Coordinates on-site MOE inspections.
- Working in coordination with CSG, to amend any license or ECA/CofA changes requested or required.

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- Completes and submits regulatory reports as per the legal tasks within the BCOS database.

#### **4.13 PMATS**

- Applications and amendments to regulatory bodies will be managed by the respective project manager.
- Completes and submits regulatory reports as per the legal tasks within the BCOS database.

#### **4.14 WD&WWC**

- Coordinates on-site MOE inspections.
- Applications and amendments to regulatory bodies will be managed by the respective project proponent e.g. project manager.
- Prepares and makes available to others (e.g. special interest groups, regulatory bodies) information related to stormwater management as required or as requested.

#### **4.15 WM**

- Prepares and makes available to others (e.g. special interest groups, regulatory bodies) information related to Hamilton Water environmental assessments.
- Prepares and makes available to others (e.g. special interest groups, regulatory bodies) information related to Hamilton Water source water protection.

#### **4.16 All Staff**

- Communications and/or requests for information from regulators shall be copied to the SMR and CSG.
- When advised of any imminent risks to human health or safety in the community by a consultant, ensure that all identified risks are communicated immediately to their direct Supervisor or designate.
- Responsible to follow this procedure and submit change requests as required.

### **5 PROCEDURE**

#### **5.1 Public**

- 5.1.1 CSG makes the DWQMS Operational Plan Summary Report Binders available to the public at select COH locations, as indicated in the Document Control Application of the BCOS Database. The DWQMS Operational Plan Summary Report is also available on the COH website.



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- 5.1.2 The Communications section of the City Manager's Office (via [webrequest@hamilton.ca](mailto:webrequest@hamilton.ca)) posts (electronically) annual Water Quality Reports pursuant to Section 11 of O. Reg. 170/03 on the City of Hamilton Website.
- 5.1.3 The SMR or Director of Hamilton Water or designate informs CS&CO – O&E of Regulatory Orders. Upon notification, CS&CO – O&E posts the Orders on the City Website. CS&CO – O&E notifies Members of Council of the new orders posted to the City's website via email at the time of posting. Upon closure, the SMR informs CS&CO – O&E to update the status of the posting on the City Website.
- 5.1.4 CS&CO – O&E prepares letters, newspaper notifications, flyers etc. for public/community events and displays as relevant.
- 5.1.5 Information about responding to customer complaints is provided in the following Level V procedures: DWQMS – Scheduler/Dispatcher – Water Quality (PW-WW-CS-CS-P-011-003) and BCOS + DWQMS Water Quality Complaints (PW-WW-DC-WD-P-024-004).
- 5.1.6 Information on general communication with the public is provided in the following Level IV procedure: CS&CO Internal and External Communication (PW-WW-CS-P-008-003).
- 5.1.7 Information on all HW related correspondence with the public (except for Public Service Notices managed by Public Health Services, and Media Advisories / Media Releases / Social Media Releases are managed by the Communications Officer) can be found in Process for Issuing External Communications with the Public PW-WW-P-008-010.
- 5.1.8 Information related to spills, environmental enforcement and pollution prevention is prepared by EME and made available to the public and other stakeholders (e.g. contractors, industry, and regulatory agencies) as required.
- 5.1.9 Information related to stormwater management is prepared by WD&WWC and is made available to others (e.g. special interest groups, regulatory bodies) as required or as requested.
- 5.1.10 Information related to Hamilton Water environmental assessments is prepared by WWWSP and is made available to others (e.g. special interest groups, regulatory bodies, and Council) as required.
- 5.1.11 Information related to Hamilton Water source water protection is prepared by WM and is made available to others (e.g. special interest groups, regulatory bodies and Council) as required.
- 5.1.12 Information related to Hamilton Water large capital projects is prepared by CD and is made available to others (e.g. special interest groups, regulatory bodies) as required.



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## 5.2 Suppliers

5.2.1 Communication with essential suppliers is carried out according to the Essential Supplies and Services Procedure (PW-WW-P-035-001).

## 5.3 Other Municipalities

5.3.1 Memorandums of Understanding and Agreements are in place with the Town of Grimsby, the Region of Halton and Haldimand County. These MOUs are in place to facilitate emergency communication in the event of a water quality incident in one municipality that could affect water quality in the neighbouring municipality.

5.3.2 Contact lists for MOUs are created as separate documents. Contact information is reviewed and updated annually. The communication procedures are reviewed and updated every two years. The MOU is updated as necessary, both may be updated more frequently, as required.

5.3.3 Section 11 Annual Water Quality Report for the Woodward DWSs and the Schedule 22 Summary Report are sent to Halton Region and Haldimand County as required by O. Reg. 170/03 as per Preparation of Annual Drinking Water Report to Public and Council PW-WW-P-004-005.

## 5.4 MOE Inspections

5.4.1 The MOE notifies Hamilton Water staff of upcoming inspections (announced and unannounced). Staff from PO and WD&WWC coordinate any associated on-site inspections.

5.4.2 CSG coordinates the review of requested documentation including the facilitation of associated meetings, as required. CSG distributes the list of required documentation to Sectional Managers, BLT, and relevant staff. Each affected Section Manager or designated staff provides CSG with the required documentation within the required time frame. The Section Manager or designate undertakes a quality assurance review of the information to be submitted to the MOE.

5.4.3 CSG compiles all information received and follows up with the respective sections if additional information is requested/required. CSG reviews the information for submission to ensure documentation requested by the MOE has been provided.

5.4.4 CSG sends completed information packages to the MOE and maintains a duplicate copy. Select files are stored electronically in the BCOS Database. The location of hard copies is tracked with a record profile in the Environmental Records application of the BCOS Database.



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## 5.5 MOE Inspection Reports

- 5.5.1 MOE draft Inspection Reports are forwarded to HW-SMT and BLT for review. CSG consolidates comments on the draft report and submits them to the MOE, copying applicable staff.
- 5.5.2 The MOE Final Inspection Report is uploaded to the BCOS database and distributed to HW-SMT and BLT. Recommendations and Non-compliances are logged through the Audits & Inspection application of the BCOS database in accordance with Non-conformance, Corrective & Preventive Action Process, PW-WW-P-015-002. They are assigned to applicable staff in consultation with their Section Managers and/or sectional QA staff.
- 5.5.3 Formal communications regarding inspection reports are uploaded into BCOS.

## 5.6 Regulatory Orders

- 5.6.1 Upon receipt of a Regulatory Order, the SMR immediately notifies the Director of Hamilton Water and other applicable Directors. The Director of Hamilton Water notifies the General Manager of Public Works.
- 5.6.2 The SMR, Director of Hamilton Water, and Senior Regulatory Coordinator will seek advice from the Legal Services Division, as required.
- 5.6.3 The Senior Regulatory Coordinator or designate facilitates the collection of data in response to the Order in a Solicitor Client Privileged folder on the Network drive.
- 5.6.4 Responses to the Order are reviewed by the Legal Services Division prior to submission to regulator.
- 5.6.5 The SMR may review and update the status of orders (including closure) as needed.

## 5.7 MOE Drinking Water and Wastewater System Approvals

- 5.7.1 Communications between the COH and the MOE regarding DWS approvals are described in DWQMS Approvals Process for Alterations of Drinking Water Systems (PW-WW-P-004-001).
- 5.7.2 MDWLs are renewed every five years. CSG coordinates the licence renewal process with the MOE in consultation with the SMR and relevant HW-SMT managers.
- 5.7.3 Communications between the COH and the MOE regarding wastewater system approvals are described in BCOS Alterations to Wastewater Systems (PW-WW-P-004-006 – under development).





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5.7.4 CSG uploads amended documents and distributes the document to HW-SMT, BLT and any other relevant staff.

## 5.8 MOE Permits to Take Water

5.8.1 Communications between the COH and the MOE regarding Permit to Take Water applications are described in DWQMS Approvals Process for Alterations of Drinking Water Systems (PW-WW-P-004-001).

5.8.2 New PTTW applications are prepared by relevant Hamilton Water Division sections. The completed application packages are submitted to the SMR for verification and signature as the DWS Owner Representative.

5.8.3 PTTW renewal applications must be submitted 90 days prior to the expiration date of the existing permit. CSG assigns a task in the BCOS Database to notify relevant staff in advance of the submission dates.

5.8.4 New Permits to Take Water are uploaded and distributed by CSG to HWSMT, BLT, and other relevant staff.

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## 5.9 Communication with MOE

5.9.1 The table below identifies SMR notification requirements for communication with MECP:

Description	Type of Communication	Originated From	One Window to/from SMR?	SMR Cc'd	Who Sends to MOE	Who uploads to BCOS?
Licence/DWWP	Renewal Application, and Amendment	CSG, CD	Y	N/A	CSG	CSG
Form 1	Owner Verification	P&ED, ES	N/A	N	N/A	WWWSP
Form 2 & 3	Owner Verification	CD, PO, PMATS	Y	Y	N/A	CSG
PTTW - Woodward	Renewal Application	PO	Y	Y	PO	CSG
PTTW - Wells	Renewal Application	WM	Y	Y	WM	CSG
ECA	New Application	CD, WUP	Y	Y	CSG, WUP	CSG
ECA	Amendment	CD, WUP	Y	Y	CSG, WUP	CSG
Comments on PTTW Application which may affect source water of Hamilton DWS	Correspondence	WM	N/A	Y	N/A	

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Description	Type of Communication	Originated From	One Window to/from SMR?	SMR Cc'd	Who Sends to MOE	Who uploads to BCOS?
MECP DWS Inspections	Data submission	CSG	N/A	N	CSG	CSG
MECP DWS Inspections	Draft/Final Report	CSG	N/A	Y	CSG	CSG
Lab Technical Updates/Direction	Email/Bulletin	CHEL	N/A	N	CHEL	CHEL
Lab Licencing/Licence Amendments	Email	CHEL	N/A	N (FYI email after approval)	CHEL	CHEL
Spill Reporting	Phone Call	EME	N/A	N	EME - EEO	N/A
Spill Incident Detail Request(s)	Phone Call / Email Communication from MECP	EME	N/A	Y	CSG	
Community Lead Owners Spreadsheet to MECP	Email	EME	N/A	Y	EME -PM-RM	EME

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Description	Type of Communication	Originated From	One Window to/from SMR?	SMR Cc'd	Who Sends to MOE	Who uploads to BCOS?
Corrosion Control Annual Report - Evaluating effectiveness of corrosion control measures	Email	EME - PMRM with support from C&R	N/A	N/A	(SMR)	CSG
DW sampling / CCP information Request(s)	Phone Call / Email Communication from MECP or CSG	EME	N/A	Y	CSG	CSG
AWQI Reporting	Phone call	CHEL	N/A	Notified verbally/text	CHEL	CHEL
Bypass reporting (New)	Email	Process Supervisor Public Health Inspector	N/A	Y	Process Supervisor	CSG
Annual HW/MECP Meeting	Meeting Minutes	CSG	N/A	Y	CSG	CSG

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## 5.10 Regulatory Reports

5.10.1 Regulatory reports are completed and submitted as per the legal tasks within the BCOS database.

## 5.11 Legislative Proposals and Consultations

5.11.1 CSG reviews legislative postings that relate to water and wastewater programs and processes and notify relevant HW-SMT managers and staff of postings. CSG or other staff, if appropriate, coordinate comments in consultation with relevant HW-SMT managers and provide responses, as required. Formal communications regarding legislative postings and responses are uploaded into BCOS.

## 5.12 Adverse Water Quality Incidents in Drinking Water Systems

5.12.1 The Adverse Water Quality Incidents (AWQIs) and Corrective Actions procedure (PW-WW-P-015-001) documents the communication requirements relating to an adverse water quality event. Relevant records are uploaded in the BCOS Database.

## 5.13 Hospitals

5.13.1 The SMR ensures that Hamilton Health Sciences Corporation (HHSC) and St. Joseph's Healthcare Hamilton (SJHH) is notified of circumstances listed in the Hamilton Health Sciences Corporation, St. Joseph's Healthcare Hamilton and Public Works Memorandum of Understanding including events relating to the potential or actual water reduction or complete loss of water to any of the HHSC (General, Juravinski, McMaster, St Peter's) or SJHH (Charlton, King, West 5<sup>th</sup>, West End Clinic/Urgent Care Centre) sites.

## 5.14 Ministry of Municipal Affairs and Housing (MMAH)

5.14.1 The SMR ensures that the MMAH is provided a copy of the Council-endorsed Financial Plan as per deadlines specified in [O. Reg. 453/07 s.2](#).

5.14.2 [CS&CO – O&E](#) facilitates access to the Financial Plan through the COH website, and places notices in newspapers. The Financial Plan is also available for viewing on the DWQMS website. [Hamilton Water Storefront](#) provides free copies to the public upon request.

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## 5.15 Ministry of Labour

5.15.1 The COH Health, Safety and Wellness group has established corporate and Public Works OHS procedures including those related to critical accident reporting (Critical Injury Investigation and Reporting Procedure - COH-RQ-WI-024).

5.15.2 The MOL may visit the workplace, conduct onsite inspections, and/or issue an Order/Requirement/Notice. If this occurs, staff shall follow the corporate Safety Guideline Ministry of Labour Workplace Visits and Powers of Inspectors COH-RQ-GD-030.

5.15.3 Upon receipt of a MOL Order, the respective director and manager immediately notifies the Hamilton Water Leadership Team who notifies the Director of Hamilton Water as per Sec 5.6.

5.15.4 The respective manager performs a root cause analysis and ensures corrective and preventative actions are completed to ensure timely closure of the Order.

5.15.5 CS&CO – O&E notifies Members of Council of the new orders posted to the City's website via email at the time of posting as per Sec 5.1.3.

## 5.16 Accreditation/Licencing Bodies

5.16.1 CHEL coordinates all communications to/from CALA as pertains to the lab accreditation.

5.16.2 CHEL coordinates all communications to/from the MOE as pertains to the lab licencing.

5.16.3 The SMR or delegate coordinates communication with the DWQMS Accreditation Body.

5.16.4 CSG initiates contact with the DWQMS Accreditation Body in advance of third-party audits and ensures that all required documentation is provided. The SMR, together with other members of HW-SMT, initiates appeals as warranted by audit results.

## 5.17 Project Applications

5.17.1 Applications and amendments to regulatory bodies will be managed by the respective project manager.

5.17.2 Project managers will notify developers of requirements of the MDWL and DWWP as required.

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## 5.18 Distribution of Federal and Provincial Orders

5.18.1 Upon receipt of a Federal or Provincial Order, the respective director and manager immediately notifies the Hamilton Water Leadership Team who notifies the Director of Hamilton Water as per Sec 5.6.

5.18.2 Staff shall follow Procedure for Distribution of Federal and Provincial Orders (CM20001) (City Wide) when any federal and/or provincial ministry or provincial officer orders are received by management/staff, the actual orders or copies of the orders are to be immediately forwarded to City Council and such orders or copies of orders are to be displayed in a prominent place on the City web site and at the site of the incident as per Sec 5.1.3.

## 5.19 Sharing of Consultant Reports with Identified Imminent Risks to Human Health or Safety

5.19.1 Staff shall follow Procedure for Sharing of Consultant Reports with Identified Imminent Risks to Human Health or Safety (HUR20002) (City Wide), where City staff receive a report from a consultant that identifies an imminent danger to human health or safety, the City Manager will ensure that information is promptly and appropriately shared with Council.

## 5.20 Spill Notification Stakeholders

5.20.1 If a sewage spill is deemed to originate from Hamilton Water infrastructure, the communication protocol *Sewage Spills Communication Plan, PW-WW-P-012-018* will be followed. Actions taken and stakeholders notified will be based on the magnitude of the spill. Examples of stakeholders are Public Health, residents, Public Works General Manager, Senior Leadership/Council, the media, Hamilton Harbour Remedial Action Plan Partners, Indigenous Nations and conservation organizations. Examples of notifications are emails, resident notifications, webpage updates, media releases, press conferences, social media updates and COH E-newsletter updates. Types of communication and stakeholders to be notified are delineated in the "Procedure PW-WW-P-012-018 Sewage Spills Communication Plan" and are based on the spill scenario.

## 6 ASSOCIATED DOCUMENTS

Adverse Water Quality Incidents (AWQIs) and Corrective Actions, PW-WW-P-015-001

Control of Documents, PW-WW-P-010-001

Control of Records, PW-WW-P-016-001

Internal Communications, PW-WW-P-008-001

Roles and Responsibilities, PW-WW-P-006-001

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BCOS Principles, PW-WW-R-002-001

Legal and Other Requirements, PW-WW-P-004-004

DWQMS Approvals Process for Alterations of Drinking Water Systems, PW-WW-P-004-001

DWQMS Operational Plan Summary Report PW-WW-R-001-002

DWQMS – Scheduler/Dispatcher – Water Quality PW-WW-CS-CS-P-011-003

BCOS + DWQMS Water Quality Complaints PW-WW-DC-WD-P-024-004

Essential Suppliers and Services, PW-WW-P-035-001

DWQMS Management Review, PW-WW-P-018-001

DWQMS Operational Plan Manual - CSG PW-WW-M-001-001

DWQMS Operational Plan Summary Report Binders PW-WW-M-001-002, 003

DWQMS Policy, PW-WW-R-002-002

Memorandum of Understanding Between City of Hamilton Water and Wastewater Division and Town of Grimsby Public Works Staff

DWQMS Operational Communication Between City of Hamilton & Town of Grimsby-Water Supply or Water Quality Incident, PW-WW-P-008-005

Extended Contact List - DWQMS Operational Communication Between City of Hamilton and Town of Grimsby - Water Supply or Water Quality Incident, PW-WW-L-008-001

Agreement-2012 March 9-Communication Protocol between the City of Hamilton & the Region of Halton (Signed Copy)

Contact List: Operational Communication Between Hamilton & Halton - Emergency Situations, PW-WW-L-008-002

Operational Communication Between Hamilton & Halton - Emergency Situations, PW-WW-P-008-004

Memorandum of Understanding Between City of Hamilton ESI Division and the Corporation of Haldimand County Environmental Services

DWQMS Operational Communication Between City of Hamilton & Haldimand County – Water Supply or Water Quality Incident, PW-WW-P-008-008

Extended Contact List - DWQMS Operational Communication Between City of Hamilton & Haldimand County – Water Supply or Quality Incident, PW-WW-L-008-003

Memorandum of Understanding Between Public Health Services and Public Works, Hamilton Water Division

BCOS Alterations to Wastewater Systems (PW-WW-P-004-006 - under development)



Title:	<b>External Regulatory and Other Communications</b>		
Document #	PW-WW-P-008-002	Document Level	3 (Divisional)
Issue #:	<b>9.3</b>	Issue Date:	<b>June 2023</b>

Non-conformance, Corrective & Preventive Action Process PW-WW-P-015-002

Critical Injury Investigation and Reporting Procedure COH-RQ-WI-024

Safety Guideline Ministry of Labour Workplace Visits and Powers of Inspectors COH-RQ-GD-030

Roles, Responsibilities and Authorities Matrix PW-WW-G-006-001

Procedure for Distribution of Federal and Provincial Orders (CM20001) (City Wide)

Sharing of Consultant Reports with Identified Imminent Risks to Human Health or Safety (HUR20002) (City Wide)

Regulatory Lead Sampling Program PW-WW-P-013-009

CS&CO Internal and External Communication PW-WW-CS-P-008-003

SLA between CCC and HW

Process for Issuing External Communications with the Public PW-WW-P-008-010

Sharing of Consultant Reports PW-P-008-001

Preparation of Annual Drinking Water Report to Public and Council PW-WW-P-004-005

Communications & Strategic Initiatives Intake Form

Distribution of Federal and Provincial Orders PW-P-008-002 (in development)

Sewage Spills Communication Plan, PW-WW-P-012-018 (pending release)

**BCOS software tracks the revision history of document.**

<b>Title:</b>	<b><i>Process for Issuing External Communications with the Public</i></b>		
<b>Document #</b>	<i>PW-WW-P-008-010</i>	<b>Document Level</b>	<i>3</i>
<b>Issue #:</b>	<i>5.1</i>	<b>Issue Date:</b>	<i>June 2023</i>

**1 PURPOSE**

Outline the roles and responsibilities of HW staff with regards to external communications, specifically public notices, direct mail, advertisements, brochures, policies and reports to residents or ICI customers.

**2 SCOPE**

This procedure refers to all HW related correspondence with the public **except for** Public Service Notices which are managed by Public Health Services. In addition, Media Advisories and Media Releases are managed by the Communications Officer.

**3 DEFINITIONS**

<b>BCOS</b>	Beyond Compliance Operating System – Environmental, Health and Safety Management System for the Hamilton Water Division. BCOS is an umbrella system to the Environmental Laboratory QMS, the DWQMS, and the WWQMS sub-systems.
<b>BCOS Database</b>	Electronic management system software provided by Intelx. Scope of software is EQH&S and meets the requirements of the BCOS standards.
<b>CHEL</b>	City of Hamilton, Environmental Lab
<b>CS&amp;CO</b>	Customer Service and Community Outreach Section
<b>DWQMS</b>	Drinking Water Quality Management System
Hamilton Water (HW)	The Hamilton Water Division, which is the water, wastewater, and stormwater Operating Authority for the City of Hamilton.
ICI	Industrial, Commercial, and/or Institutional
IPS	Infor Public Sector (Formerly HANSEN). Departmental and cross-sectional modular software system, offering a variety of packages designed to handle different aspects of municipal operations such as infrastructure assets inventory, work management, stock inventory systems, service applications and call centers, licensing and enforcement.
O&E	Outreach & Education group within CS&CO

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PIC	Public Information Centre
PO	Plant Operations <b>Section</b>
PM	Project Manager
QA	Quality Assurance (staff): Staff who are responsible for maintaining quality within HW’s Quality Management Systems. e.g. Sectional Quality Assurance Analyst, Quality Assurance Supervisor etc.
<b>Sectional Workspaces</b>	<b>Websites for individual Hamilton Water sections, providing links to key documents, records and other websites</b>
SPM	Senior Project Manager
SME	Subject Matter Expert
SMR	Systems Management Representative (for the BCOS, DWQMS, and WWQMS Systems) - Manager of Compliance and Regulations Section. Equivalent to QMS Representative as described in the DWQMS Standard.
WD&WWC	Water Distribution and Wastewater Collection Section
WDO	Water Distribution Operators
<b>WWQMS</b>	<b>Wastewater Quality Management System</b>

**4 RESPONSIBILITY**

4.1 HW **Directors** and Sectional Managers

- Ensure that all staff follow this procedure
- Review and/or approve communications as required

4.2 **Manager, Compliance & Regulations**

- **One window to inform the MOE of any sensitive communications to the media or to Council.**

4.3 **SPM and PM, Outreach & Education (O&E)**

- Work with HW staff to ensure that there is consistency in the message and

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appearance (e.g., spelling, grammar and easy to understand language).

4.4 Quality Assurance Staff or designate

- Upload the required materials into the BCOS database and upload to the Sectional Workspaces as required

4.5 HW Staff

- Follow this procedure

**5 PROCEDURE**

**5.1 Methods of External Communication**

Table 5-1 lists examples of the types of communication that may be sent externally to the public. The list is not exclusive and is meant to serve as a guide to HW staff involved in distributing external communications. It also includes a summary of the review, approval, distribution and record keeping requirement for the various types of communication sent to the public. In the context of this table, recordkeeping refers to uploading into the BCOS database.

Address and/or location specific customer communications (i.e., letters) are uploaded to BCOS database by the CS&CO QA for O&E.

Advertisements are not upload as a record in BCOS currently. PM, O&E maintains a tracking sheet that consists of what ads run, where and the cost.

<b>Title:</b>	<b><i>Process for Issuing External Communications with the Public</i></b>			
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**Table 5-1: Methods of External Communications**

<b>Communication</b>	<b>Author</b>	<b>Reviewer</b>	<b>Approver</b>	<b>Public Distribution</b>	<b>BCOS Record Keeping</b>
Adverse Water Quality Incidents (AWQI's) Documents (e.g., Boil Water Advisories)	PO and/or WD&WWC SME, in collaboration with PHS	Relevant Section's Quality Supervisor or equivalent and SMR	Director, HW or Director Water & Wastewater Operations	WD&WWC – WDO's	CSG or Applicable QA
Customer / Address Specific Regulatory Letter Templates	Applicable Section	SME and SMR	Manager of Applicable Section	CS&CO	Applicable QA or Designate (template only)
Advertisements: Newspaper or Magazine (e.g., Release of the Financial Plan, <b>Annual DW Report</b> , Hydrant Maintenance Program)	SME with help from O&E – CS&CO	Author, SME and O&E	Manager of Applicable Section	O&E	<b>CHEL (Annual DW Report only)</b>
PIC Notice	Applicable Section PM or designate	SPM or Equivalent	Section Manager	Applicable Section or O&E	Applicable Section QA, PM or Designate
Marketing Materials	SME, O&E	SME	Manager of Applicable Section	Applicable Section or O&E	Applicable QA or designate

<b>Title:</b>	<b><i>Process for Issuing External Communications with the Public</i></b>				
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<b>Communication</b>	<b>Author</b>	<b>Reviewer</b>	<b>Approver</b>	<b>Public Distribution</b>	<b>BCOS Record Keeping</b>
CS&CO Letters & Templates (e.g., Meter Operation Letter Templates)	SME	Applicable Supervisor, Superintendent or SPM	Applicable Supervisor, Superintendent or SPM	Relevant Staff	CS&CO QA or Designate (Template only)
Other HW Section Letters (except CS&CO) (e.g., Construction Notices, Corrosion Control Plan)	SME	Section Manager or Senior Project Manager	Director, HW or Director of Water & Wastewater Operations or Director Water & Wastewater Planning & Capital	Hand delivered – Relevant Section Mail Out –O&E	Applicable Sections QA or designate.
Web Page Content	SME and/or O&E	SME	Relevant Section Manager	O&E, in conjunction with the Web Team	N/A
Website (i.e., DWQMS and WWQMS Policies, Water Quality Report)	SME	SME	Relevant Section Manager and SMR as applicable	O&E, in conjunction with the Web Team	Applicable QA or designate



<b>Title:</b>	<b><i>Process for Issuing External Communications with the Public</i></b>		
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<b>Communication</b>	<b>Author</b>	<b>Reviewer</b>	<b>Approver</b>	<b>Public Distribution</b>	<b>BCOS Record Keeping</b>
Notification of Sewage Spill from HW Infrastructure. Depending on the spill scenario this may include emails, resident notifications, webpage updates, media releases, press conferences, social media updates and COH E-newsletter updates. See Sewage Spills Communication Plan PW-WW-P-012-018.	SME	SME	Director, HW or Director of Water & Wastewater Operations or Director Watershed Management	Applicable Section or O&E	Applicable Sections QA or designate.

Title:	<b>Process for Issuing External Communications with the Public</b>		
Document #	PW-WW-P-008-010	Document Level	3
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## 5.2 Ensuring Consistency of Messaging and Tone and relevance to audience

5.2.1 Consider the following when communicating with the public:

- Are materials widely distributed?
- Is the purpose related to public education or promotional materials?
- Does the communication require consistency of messaging?
- Does it need to be displayed on the website?
- Corporate branding ([Visual Identity and Branding Guideline – At a Glance](#))

5.2.2 For the communication process for the management of marketing materials see Management of Marketing Material PW-WW-P-010-002

5.2.3 For responding to media inquiries, please refer to Communications Policy – Media Relations

## 5.3 Utilization of Social Media

5.3.1 Hamilton Water may use social media to relay messages to the public, where scope, messaging, and content are decided by Managers, Directors, or applicable staff in Hamilton Water. Message content should be reviewed and issued by the Communications Officer.

## 6 ASSOCIATED DOCUMENTS

- [Control of Records - PW-WW-P-016-001](#)
- [BCOS - Creating Mailing Lists - PW-WW-CS-P-011-006](#)
- [BCOS + DWQMS Hamilton Water Emergency Response Plan PW-WW-P-012-001](#)
- [Memorandum of Understanding Between Public Health Services and Hamilton Water – PW-WW-R-012-009](#)
- [Management of Marketing Material - PW-WW-P-010-002](#)
- [Visual Identity and Branding Guideline – At a Glance](#)
- [Communications Policy – Media Relations](#)
- [Preparation of Annual Drinking Water Report to Public and Council PW-WW-P-004-005](#)
- [Sewage Spills Communication Plan PW-WW-P-012-018 \(Under development\)](#)
- [External Regulatory and Other Communications Procedure # PW-WW-P-008-002](#)

BCOS software tracks the revision history of document.



<b>Title:</b>	<b><i>Sewage Spills Communication Plan</i></b>		
<b>Document #</b>	<i>PW-WW-P-012-018</i>	<b>Document Level</b>	<i>Level III</i>
<b>Issue #:</b>	<i>1.0</i>	<b>Issue Date:</b>	<i>June 2023</i>

**1 PURPOSE**

To identify required communications when staff discover Hamilton Water sewer infrastructure discharging to the natural environment during dry weather.

**2 SCOPE**

The procedure is to assist staff in keeping Council, Senior Leadership, the community, media, and other stakeholders informed in an open, transparent and consistent manner. It applies to any staff in the Hamilton Water Division who discover a sewage spill from City infrastructure that can potentially impact the natural environment that occurs during dry weather. This procedure does not apply to overflows due to wet weather or at critical regulators.

**3 DEFINITIONS**

COH Spills Reporting Line	<b>905-540-5188:</b> A telephone line strictly for reporting spill occurrences and/or to request assistance. An Environmental Enforcement Officer is on-call to assess each incident and respond appropriately. This line is monitored 24 hours a day, 7 days a week and the number is 905-540-5188. Outside business hours a caller must hold the line to speak to a Customer Contact Centre representative.
Hamilton Water (HW)	Hamilton Water Division, which is the water, wastewater, and stormwater Operating Authority for the City of Hamilton.
MOE	Ontario Ministry of Environment as amended (i.e. Ministry of Environment (MOE), Ministry of Environment and Energy (MOEE), Ministry of Environment and Climate Change (MOECC), Ministry of Environment, Conservation and Parks (MECP)
SAC	MOE, Spills Action Center (1-800-268-6060)
Spill	When used with reference to a pollutant, means a discharge: (a) into the natural environment, (b) from or out of a structure, vehicle or other container, and (c) that is abnormal in quality or quantity in light of all the circumstances of the discharge.

<b>Title:</b>	<b><i>Sewage Spills Communication Plan</i></b>		
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#### **4 RESPONSIBILITY**

##### **4.1 Director Hamilton Water or Delegate**

- Ensure Senior Leadership Team and Council is notified via email for all the Scenario B & Scenario C spills.
- Respond to the questions from press and attend all the press conferences in response to the Scenario C spills.

##### **4.2 Director Water and Wastewater Operations or Delegate**

- Ensure Public Health Services is notified via email in response to all the spills
- Ensure that impacted residents, HSR, Emergency Services and Ward Councillor of the area are notified of any traffic impacts.
- Ensure all the available information is posted to City’s website for public awareness and is updated in a timely manner as new information in response to the spill is discovered
- Ensure all the required communications in response to Scenario B & C spills are happening from Communications Officer to the local media
- In the event of scenario C, ensure Director, Watershed Management (or designate) is notified of the details of the spill to communicate to external stakeholders.

##### **4.3 Director Watershed Management or Delegate**

- Ensure all the related external stakeholders are notified in response to Scenario C spills as identified in section 5.1.2 of this procedure.

##### **4.4 Communications Officer**

- Ensure all the spills are noted in the City of Hamilton e-newsletter for public awareness.
- Ensure all the Scenario B and C spills are posted on City of Hamilton’s social media Refer to figure 5.1: Response Scenario to identify different spill scenarios

##### **4.5 Manager of Compliance and Regulations**

- One window for notifications and follow-up communications to the MOE Local District Office.

##### **4.6 All Staff**

- Report spills and investigate spills

Title:	<b><i>Sewage Spills Communication Plan</i></b>		
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**5 PROCEDURE**

**5.1 Communication Process**

5.1.1 If a potential sewage spill from Hamilton Water infrastructure is identified, staff will notify the MOE of the potential spill through the SAC and the COH Spills Reporting Line as per the [Spills Response Notification, Coordination and Corrective Actions, PW-WW-P-012-003](#). Staff will then investigate the situation further to confirm if there is a spill occurring from Hamilton Water infrastructure or from a private cross-connection.

- If a spill is confirmed, staff will follow up with the SAC with the appropriate information.
- If the investigation determines that there is a private sewer lateral cross-connection, staff will follow the processes that have been created under the sewer lateral cross-connection program.

Note: If the investigation confirms a sewage spill originating from Hamilton Water infrastructure, the communication protocol will be based on the relative magnitude of the spill and its corresponding response scenario as indicated below.

5.1.2 Figure 1 outlines 3 different scenarios that trigger a specific response protocol. The response scenario will be based on the highest factor in Figure 1. For example, a cross-connection within Hamilton Water Infrastructure involving 5 houses with an estimated spill volume of 150 million litres would trigger Response Scenario B in Figure 2; or, if there were a cross-connection with 15 houses and an estimated spill volume of 50 million litres, this would also trigger Response Scenario B in Figure 2. **Also, a spill with environmental impact, e.g. fish kill, impact to or loss of fish and wildlife habitat, will escalate the spill to a higher scenario.**

**Figure 1: Response Scenario**

Scenario Matrix	Scenario A	Scenario B	Scenario C
# of Properties Connected	Up to 10 properties	11-49 properties	50 + properties
Estimated Volume of Spill	Up to 100 million litres	101 million litres to 500 million	Over 500 million litres

5.1.3 These numbers are based on past events and responses. As new scenarios arise, the criteria need to be evaluated and confirmed and inform council as required.

5.1.4 Figure 2 outlines the various communication channels that would be used in each scenario. The requirements below are meant to be minimum levels of communication. It is recognized that each situation may have unique factors that may require increased levels of communication.

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**Figure 2: Communication Channels and Person Responsible for each Scenario**

Communication Channel	Response Scenario A	Response Scenario B	Response Scenario C	Person Responsible or Delegate
Public Health Services Notification via E-Mail	x	x	x	Director of Operations
Resident Notification - Immediately Impacted Residents and Ward Councillor - if traffic or service disruption occurs	x	x	x	Director of Operations
Post on City Website (dedicated webpage)	x	x	x	Director of Operations
Notify Senior Leadership Team (SLT)/Council via E-Mail		x	x	Director Hamilton Water
Media Note (e-mail from Comms to local media)		x	x	Director of Operations
Media Release		x	x	Communications Officer
Press Conference			x	Director Hamilton Water
City of Hamilton Social Media		x	x	Communications Officer
City of Hamilton E- Newsletter (for subscribers)	x	x	x	Communications Officer
Notify External Stakeholders (see section 5.15 for list)			x	Director Watershed Management
Notification to the Local District Office of the MOE, prior to <b>any</b> public notifications by Hamilton Water (e.g., media, posting on City Website, etc.). Also responsible for follow-up communications (i.e., following the initial reporting to SAC as per 5.1.1)	x	x	x	Manager of Compliance & Regulations

<b>Title:</b>	<b><i>Sewage Spills Communication Plan</i></b>		
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5.1.5 The following additional stakeholders will be directly notified in Response to Scenario C in Figure 2:

External Stakeholders

- Hamilton Harbour Remedial Action Plan partners
- Haudenosaunee Confederacy Chiefs Council
- Huron-Wendat Nation
- Mississauga’s of the Credit First Nation
- Six Nations of the Grand River
- Joint Stewardship Board in the event of a discharge to Red Hill Creek
- The following Agencies in the event of a discharge to lands or waters under their jurisdiction:
  - Hamilton-Oshawa Port Authority
  - Royal Botanical Gardens
  - Hamilton Conservation Authority
  - Halton Regional Conservation Authority
  - Niagara Regional Conservation Authority
- Local Industry or impacted landowners in the area of outfalls to the environment

5.1.6 Email communications will use the email template included in Appendix 1.

## 5.2 Sewage Spills Webpage

5.2.1 Information about sewage spills originating from Hamilton Water infrastructure is recorded and available as public information through a web-based mapping system. This webpage provides background information on Hamilton Water’s sewer inspection programs, includes a registry of all sewage spills originating from Hamilton Water infrastructure and shows the location of each spill on an interactive map. List below outlines the information that is included in the registry:

- Date of Discovery
- Location
- Asset ID in WIMS
- Background/Cause
- Corrective Actions
- Date Remediation Complete
- Estimated Spill Volume
- Estimated Duration of Spill
- Cost of Repair

<b>Title:</b>	<b><i>Sewage Spills Communication Plan</i></b>		
<b>Document #</b>	<i>PW-WW-P-012-018</i>	<b>Document Level</b>	<i>Level III</i>
<b>Issue #:</b>	<i>1.0</i>	<b>Issue Date:</b>	<i>June 2023</i>

**6 ASSOCIATED DOCUMENTS**

- [Spills Response Notification, Coordination and Corrective Actions, PW-WW-P-012-003](#)

BCOS software tracks the revision history of document.

**7 APPENDIX 1 – EMAIL NOTIFICATION TEMPLATE**

Subject: Sewage Spill Notification


Note: The intent is to create a standard Outlook template, which is under development.

<b>Sewage Spill Notification</b>	
<b>Spill Discovery Location</b>	
<b>Spill Discovery Date</b>	
<b>Spill Discovery Method</b>	
<b>Background / Cause</b>	
<b>Corrective Action</b>	
<b>Remediation Completed</b>	
<b>Estimated Volume</b>	
<b>Estimated Duration</b>	
<b>Cost of Repair - Excluding staff time</b>	

Insert Signature



## COMMUNICATION UPDATE

<b>TO:</b>	Mayor and Members City Council
<b>DATE:</b>	June 30, 2023
<b>SUBJECT:</b>	Gage Park Greenhouse Roof Panel Investigation (CFEM2306) (Ward 3)
<b>WARD(S) AFFECTED:</b>	Ward 3
<b>SUBMITTED BY:</b>	Indra Maharjan Director, Corporate Facilities & Energy Management Public Works Department
<b>SIGNATURE:</b>	

Due to the ongoing issues related with the roofing panels at Gage Park Greenhouse that have been dislodged from the frame during inclement weather such as, high winds. This has become a Health and Safety concern and the City's Environmental Services and Corporate Facilities & Energy Management (CFEM) Divisions need to ensure a long-term solution is addressed.

The Gage Park Greenhouse project was completed in 2018, and the project was managed by the Capital section within Facilities therefore, the warranty has expired. The repairs to the previous panels that have been dislodged from the frame have been addressed. A structural consultant has been retained by staff to complete an assessment of the entire roof, in addition to the safety concerns related to the impacts and risks to the Horticultural plant material inside the Greenhouse.

The scope of work for the Roof Panel Structural Investigation includes:

- Reviewing the manufacturer's installation instructions;
- Reviewing the roof panel shop drawings (stamped by an Engineer);
- Reviewing original tender documents;
- Review of the installed work and any deviations from the documentation;
- Removal of existing roof panels to understand their current condition, sizing and configuration;
- Removing 12 panels from the fixed roof portion and 2 panels from the awning portion.

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OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

**SUBJECT: Gage Park Greenhouse Roof Panel Investigation (CFEM2306)  
(Ward 3) – Page 2 of 2**

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For this investigative work to occur, the Gage Park Greenhouse needs to be closed to the public for a period of 6 days tentatively scheduled to start July 10<sup>th</sup>, through to 17<sup>th</sup>, 2023 (weather pending).

Prior to the investigation occurring, the Contractor will have a construction barrier around the work area that will provide caution tape and construction barrels. The marked off work area will be required to encompass an area larger than the immediate lift zone due to the possibility of falling debris. Staff have agreed to have the regrowth area fencing on the west be removed to make room for potential lift placement and provide asphalt padding for the lift to limit damage where possible. The Contractor has indicated that there may be some damage to the curbs, landscaping, and vegetation around the perimeter of the building. The contractor will work carefully to avoid damage as possible and repair any such damage caused by the works. CFEM is working closely with Parks to ensure minimal impact of this closure.

If you require any further information on the above matter, please contact Rob Gatto, Manager of Sports & Entertainment Facilities at [Rob.Gatto@hamilton.ca](mailto:Rob.Gatto@hamilton.ca) or Extension 5448.


**APPENDICES AND SCHEDULES ATTACHED**

N/A





## COMMUNICATION UPDATE

<b>TO:</b>	Mayor and Members City Council
<b>DATE:</b>	June 30, 2023
<b>SUBJECT:</b>	Review of written correspondence on the Request for Real & True Inclusion of Harmonized Tax (HST) in Existing Taxi Tariff (Appendix 1) of the Hamilton By-Laws 07-170 (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>SUBMITTED BY:</b>	Monica Ciriello Director, Licensing & By-Law Services Planning and Economic Development Department
<b>SIGNATURE:</b>	

The purpose of this Communications Update is to provide the Mayor and members of Council with a staff review of written correspondence received at the Council meeting on April 26, 2023 regarding a Request for Real & True Inclusion of Harmonized Tax (HST) in Existing Taxi Tariff (Appendix 1) of the Hamilton Business Licensing By-Law 07-170 (“Licensing By-law”). The correspondence raised questions as whether Schedule 25, Appendix 1 of the Licensing By-law which outlines the approved rates for taxi fares and HST is in compliance with legislation. Staff are satisfied that Schedule 25; Appendix 1 is in compliance with the legislation HST requirements. Staff reviewed Schedule 25, Appendix 1 of the Licensing By-law which outlines the approved rates for taxi fares and HST and concluded that this section of the Licensing By-law is in compliance with HST requirements. No further staff action is required.

Appendix 1 was last amended as part of report PED22105 on April 27, 2022. The amendment was proposed by staff following a best practice review and consultation with the taxi industry, to increase of the “drop rate” or “starting rate” from \$3.90 to \$4.90 for the first 71.4 meters or part thereof of a trip.

Licensing Staff consulted with Accounting Services to ensure the municipality was accurately applying the HST within Appendix 1. Under a review of the *Excise Tax Act*, and the Canada Revenue Agency on *Basic HST information for Taxi and Limo Drivers* fares charged by taxi operators and commercial ride-share drivers is subject to HST. The fare can be HST included or subject to HST.

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**SUBJECT: Review of written correspondence on the Request for Real & True Inclusion of Harmonized Tax (HST) in Existing Taxi Tariff (Appendix 1) of the Hamilton By-Laws 07-170 (City Wide) - Page 2 of 2**

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The review confirms the municipality *may* require the inclusion of the HST within the approved taxi fares. The City of Hamilton explicitly provides under Appendix 1 that HST is included. The purpose of this approach is to provide transparency to the driver and the consumer, allowing the taxi meter to reflect what the consumer pays.

The written correspondence raised concerns with calculation of the HST for each additional 55.6 meters or part thereof of a trip, suggesting that taxi drivers have been losing an additional 8% compensation due to the inclusion of tax listed in Appendix 1 and tariffs cards. The correspondence requests that Appendix 1 be amended that the fee for each additional 55.6 meters or part thereof be increased with the additional 8% that has been added through HST.

It is the obligation of the Brokerage in which the taxi drives to be responsible to separate out the HST from the fare and ensure appropriate payment to the driver as part of their standard business operations. Staff are satisfied that Schedule 25; Appendix 1 is in compliance with the legislation HST requirements. This information has been previously shared with the author of the written correspondence.


If you have any questions regarding this communication, please contact Monica Ciriello, Director, Licensing & By-law Services at (905) 546-2424 Ext. 5809 or by email at [Monica.Ciriello@hamilton.ca](mailto:Monica.Ciriello@hamilton.ca).

**APPENDICES AND SCHEDULES ATTACHED**

N/A



## COMMUNICATION UPDATE

<b>TO:</b>	Mayor and Members City Council
<b>DATE:</b>	July 5, 2023
<b>SUBJECT:</b>	Hamilton City Hall Garage Structural Repairs (CFEM2307) (Ward 2)
<b>WARD(S) AFFECTED:</b>	Ward 2
<b>SUBMITTED BY:</b>	Indra Maharjan Director, Corporate Facilities & Energy Management Public Works Department
<b>SIGNATURE:</b>	

This Communication Update is to advise Members of Council and Hamilton City Hall staff of upcoming work to complete concrete repairs affecting the City Hall Garage. Work is expected to commence on July 10<sup>th</sup>, 2023 when the contractor will mobilize to the site, with contraction beginning the week of July 17<sup>th</sup>, 2023.

In 2018, Project staff from the Corporate Facilities & Energy Management (CFEM) Division engaged the services of a Structural Engineering consultant (Milman and Associates), to evaluate the structural integrity of the existing concrete structure (Garage) at Hamilton City Hall. The consultant recommended that required concrete repairs be undertaken at numerous locations of the structural elements in the Waste Management area and Clerks Storage area as well as the expansion joint that spans the upper parking lot. An existing HVAC unit in the Waste Management area will also be replaced.

A copy of the consultant's recommendation letter is attached as "Appendix A". The contents of the Structural Engineer's letter stipulate that the areas indicated on the drawings pose a health and safety risk to staff that work in the garage, of which, mitigation measures were undertaken pending future construction/repairs outlined below. Additionally, "Appendix B" includes the drawings and specifications showing the required structural repairs, which have been issued to the General Contractor (SST Group) to undertake the repair work. SST Group is a pre-qualified General Contractor, with experience in completing similar concrete repair and remediation work and are available to mobilize immediately.

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OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

**SUBJECT: Hamilton City Hall Garage Structural Repairs (CFEM2307) (Ward 2) –  
Page 2 of 2**

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In order to address the required repairs at the City Hall Garage, staff have taken the following actions:

- CFEM engaged the services of a consultant to complete a structural report in 2018, regarding the deterioration of the concrete at City Hall Garage;
- The recommendations from the structural consultant at that time, lead to the formation of temporary steel supports, under the expansion joint in the lower staff parking area of the garage. This was a temporary repair until funding was available for the appropriate concrete rehabilitation;
- CFEM along with procurement partners issued a pre-qualification to construction companies that are subject matter experts in the concrete/parking garage/ rehabilitation field. SST Group was our successful candidate;
- The repair work is anticipated to commence immediately once the schedule and phasing plan submitted by the contractor are approved. The repair work will be completed by Q1 2024. Further updates will be provided throughout the project;
- There will be noise and vibrations from the concrete repair work happening within the garage and upper parking lot area;
- During the summer months there may be some parking stalls on the upper level parking that will be unavailable, while the contractors are working in that area. Updates will be provided related to the parking areas that will be impacted in each phase. Standard construction hoarding will be erected for pedestrian safety;
- Staff will keep Members of Council and City Hall staff apprised as construction progresses related to any operational impacts.

At this time, the construction is not expected to impact access for staff or City Hall visitors. The work will be phased in order to minimize disruptions to daily operations.

If you require any further information on the above matter, please contact Kelly McKay, Project Coordinator at [Kelly.McKay@hamilton.ca](mailto:Kelly.McKay@hamilton.ca) or at (905) 546-2424 Ext. 7615.

**APPENDICES AND SCHEDULES ATTACHED**

Appendix “A” to CFEM2307: Milman & Associates Structural Consulting Engineers Report (pages 1 to 3 only)

# Structural Report



**City of Hamilton  
City Hall Garage Roof Slab  
Structural Review**

MAL# 218062

**Final Report**

August 8, 2018

Prepared for:

**City of Hamilton**



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### Appendix A – Site Photographs

### Appendix B – Repair Cost Estimate


### Appendix C – Temporary Repair Sketches

**Executive Summary:**

1. The City of Hamilton (the City) has retained Milman & Associates Limited to perform a preliminary structural condition assessment of the existing City Hall Garage roof structure at 71 Main Street West, Hamilton, ON. The roof structure is currently being used as a public parking lot.
2. The structural review was limited to the roof structure above the Clerk's Central Records Room, the Ex Covered Storage Area, the Ex Shelled Space and the Maintenance Bay.
3. Concrete deterioration was observed at several locations. The most severely-deteriorated items were the concrete beams that support the expansion joint above the Ex Covered Storage and the Maintenance Bay, and the columns that support these beams.
4. Typical concrete deterioration included cracks, spalls, delamination, corroded reinforcement, and alkali-aggregate reaction. The deterioration has resulted in water penetration into the building.
5. Recommendations:
  1. Temporary shoring should be installed near the deteriorated structure that supports the expansion joint as soon as possible. Sketches for temporary shoring are included in Appendix C of this report.
  2. The deteriorated beams and columns at the expansion joint should be repaired before December of 2018.
  3. It is recommended to repair the remaining items identified in this report at the same time. If they are left unrepaired, the structure will continue to deteriorate, which may lead to a loss of structural integrity.
  4. All repairs should be designed by a Professional Engineer licensed in the province of Ontario.
6. Repair Cost Estimates:
  1. The estimated cost for the temporary repairs as per sketches SK-0 to SK-5 (Appendix C) is in the order of \$44,200.00 + HST.
  2. The estimated cost for the long-term repairs is in the order of \$891,960.00 + HST.



## COMMUNICATION UPDATE

<b>TO:</b>	Mayor and Members City Council
<b>DATE:</b>	July 5, 2023
<b>SUBJECT:</b>	Improvements to the Permit to Remove or Injure Trees on Public Property (ES23013) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>SUBMITTED BY:</b>	Cynthia Graham Director, Environmental Services Public Works Department
<b>SIGNATURE:</b>	

This Communication Update aims to provide an information on recent improvements to the Public Tree Permit.

Following the enactment of the updated Public Tree Preservation and Sustainability Policy in 2017, Forestry implemented a permitting process for all construction, demolition, landscape, or any other work that is in proximity to a Public tree. A Public Tree is a tree that lives with greater than or equal to fifty (50) per cent of its trunk diameter measured at ground level on public property and are located on; city-owned road allowance, park, or cemetery. Tree protection is a critical consideration when reviewing building permits and site plans. Implementing a review process for public tree removal requests was a significant milestone for Forestry's mission to protect and grow the urban forest canopy. In response to recent feedback, Forestry staff, in consultation with staff from Legal Services, Planning and Engineering Services in Public Works have made improvements to the conditions of the Permit to Remove or Injure Trees on Public Property.

Upon receipt of applications to injure and/or remove a Public tree(s), an Urban Forest Health Technician completes a review of site conditions and performs any required tree health assessments, tree risk assessments, and tree appraisals for all public trees within the applicant's project scope. The application is reviewed by the technician and correspondence with the applicant is completed where required to mitigate impacts to public trees, this often includes alternative design or construction considerations and suitable tree protection for public trees that are to be preserved. Once the review is

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OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.



**SUBJECT: Improvements to the Permit to Remove or Injure Trees on Public Property (ES23013) (City Wide) - Page 2 of 2**

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complete the technician will approve or deny the permit based on their evaluation. Where permits are approved and issued, the permit conditions have now been updated, as of June 2023, to require the applicant to retain and protect the tree until work that directly impacts the tree's integrity begins. Under this condition, the applicant must not remove trees more than 30 days before such work begins. This condition will ensure that the tree's life is prolonged and that the tree(s) can continue to provide environmental benefits until no longer feasible. Additionally, where Public tree removals have been approved, the permit holder is now required to post the Permit in a visible location onsite five days before the removals occurring.

Where tree removals are permitted, and replacement trees are required to be planted post-construction, soil protection zones will now be required where feasible. Feasibility will be determined by Forestry staff after reviewing site conditions and construction plans, and after the location for replacement trees is established. Soil protection zones will be implemented in the same way as tree protection zones. They will maintain the integrity of the parent soil by limiting the impacts caused by construction traffic and grading. Parent soil provides an optimal growing environment for young trees. Tree and soil protection details are now to be included as part of the Tree Management Plan submitted by the applicant.

Lastly, stump grinding was clarified in the policy and requires that all public tree stumps are removed to 30 centimetres below grade and reinstated with topsoil and seed to ensure all stump removal activities are performed consistently and following the City of Hamilton Forestry standard.

For further information please contact Robyn Pollard, Manager of Forestry and Horticulture by phone at (905) 546-2424 Ext. 3919, or by email at [Robyn.Pollard@hamilton.ca](mailto:Robyn.Pollard@hamilton.ca)

**APPENDICES AND SCHEDULES ATTACHED**

[Appendix A - \(ES23013\)\(City Wide Tree Permit Update\).docx](#)



Hamilton

Public Works Department, Environmental Services Division  
**Forestry and Horticulture Section**  
 100 King Street West, 14<sup>th</sup> Floor  
 Hamilton, Ontario L8P 1A2  
 905-546-2424 ext. 1312  
 UrbanForest@Hamilton.ca

**For Inspections Please Call:**  
**905-546-2424 Ext 4407**  
**Or Email: UrbanForest@Hamilton.ca**

**PERMIT**  
**TO REMOVE OR INJURE TREES ON PUBLIC PROPERTY**  
 BY-LAW NO. 15-125

PERMIT # TBD-2023

Permit Issued to:

FILE:

PERMISSION TO WORK IN CONJUNCTION WITH THE FORESTRY APPROVED TREE  
 MANAGEMENT PLAN IN RELATION TO THE ABOVE NOTED FILE

**CONDITIONS OF APPROVAL**

- (A) All public trees, as defined by the By-law, and soil protection areas shall be protected using the Tree Protection Zone specified in the attached City of Hamilton documents including "Tree Hoarding – Streets", Schedule "A", Retention and Protective Requirements, of the Public Tree Preservation and Sustainability Policy and the approved Tree Management Plan in relation to the above noted file.
- (B) All public trees, as defined by the By-law, identified for removal shall be deemed to be protected until the time of such removal. Approved tree removals must take place NOT more than 30 days prior to activities that directly impact the tree's integrity and warrant the tree's removal.
- (C) Permitted tree removal activities shall be completed in its entirety, including site remediation and cleanup, within 48 hours of the commencement of the removal. Under no circumstances shall any part of the tree be left unattended in an unsafe condition.
- (D) Tree removal work must be completed by a certified Arborist with the International Society of Arboriculture (ISA) and must have a valid Tree Cutting Service License with the City of Hamilton.
- (E) All stumps created through tree removals shall have the stump(s) removed to 30cm below existing grade and soil and seed must be applied to reinstate the grade.
- (F) All debris shall be removed and disposed of off-site.
- (G) The approved tree permit shall be posted in a clearly visible location for the duration of activities in accordance with the permit conditions of approval. Permits with approved tree removals shall be posted in a clearly visible location onsite five (5) days prior to any removals.

*The permit is valid for a period of 3 years from the Date Issued. Failure to comply with the permit is a contravention of the Hamilton Public Tree By-law No. 15-125, as amended. Amendments and extensions to this permit may only be issued by the undersigned or a person designated in his/her place within 30 days prior to expiration. This permit is non-transferable.*

**Issued By:**

Urban Forestry Health Technician  
 FOR DIRECTOR OF ENVIRONMENTAL SERVICES

Total Permitting Fee: \$

Date Issued:

**Authority:** Item 8, Public Works Committee  
Report 23-009 (PW23038)  
CM: June 21, 2023  
Ward: City Wide

**Bill No. 120**

## **CITY OF HAMILTON**

### **BY-LAW NO. 23-**

#### **To Appoint a Drainage Superintendent**

**WHEREAS** Section 93 of the *Drainage Act, R.S.O. 1990* authorizes the council of a local municipality to appoint a Drainage Superintendent and provide for remuneration for services performed by the Drainage Superintendent in carrying out the provisions of this Act as set out therein;

**AND WHEREAS** Subsection 23 of the *Municipal Act* authorizes all municipalities to appoint such officers and servants as may be necessary for carrying into effect the provisions of any Act of the Legislature and to fix their remuneration and prescribe their duties;

**NOW THEREFORE**, the Council of the City of Hamilton enacts as follows:

1. Hector Quintero is appointed as Drainage Superintendent for the City of Hamilton;
2. The Drainage Superintendent shall carry out the duties imposed on this position pursuant to the Drainage Act, R.S.O. 1990 and shall submit such reports and carry out such other duties as may be required of them by Council from time to time;
3. City of Hamilton By-Law No. 22-126 is repealed; and
4. This By-Law comes into force on the day it is passed.

**PASSED** this 14<sup>th</sup> day of July, 2023.

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T. Hwang  
Acting Mayor

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A. Holland  
City Clerk

**Authority:** Item 3, Public Works Committee  
Report 22-004 (PW22013)  
CM: March 30, 2022  
Ward: 7

**Bill No. 121**

**CITY OF HAMILTON**

**BY-LAW NO. 23-**

**To Establish City of Hamilton Land  
Described as Part of Block 106 on 62M-1209, designated as Part 6 on 62R-22083  
as Part of Cielo Court**

**WHEREAS** sections 8, 9 and 10 of the *Municipal Act, 2001* authorize the City of Hamilton to pass by-laws necessary or desirable for municipal purposes, and in particular by-laws with respect to highways; and

**WHEREAS** section 31(2) of the *Municipal Act, 2001* provides that land may only become a highway by virtue of a by-law establishing the highway.

**NOW THEREFORE** the Council of the City of Hamilton enacts as follows:

1. The land, owned by and located in the City of Hamilton, described as Part of Block 106 on 62M-1209, designated as Part 6 on 62R-22083, is established as a public highway, forming part of Cielo Court.
2. The General Manager of Public Works or their authorized agent is authorized to establish the said land as a public highway.
3. This By-law comes into force on the date of its registration in the Land Registry Office (No. 62).

**PASSED** this 14<sup>th</sup> day of July, 2023.

---

T. Hwang  
Acting Mayor

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A. Holland  
City Clerk

**Authority:** Item 6, Planning Committee  
Report: 23-010 (PED23089)  
CM: June 21, 2023  
Ward: 12

**Bill No. 122**

**CITY OF HAMILTON**

**BY-LAW NO. 23-**

**To Adopt:**

**Official Plan Amendment No. 184 to the  
Urban Hamilton Official Plan**

Respecting:

**487 Shaver Road  
(former Town of Ancaster)**

**NOW THEREFORE** the Council of the City of Hamilton enacts as follows:

1. Amendment No. 184 to the Urban Hamilton Official Plan consisting of Schedule “1”, hereto annexed and forming part of this by-law, is hereby adopted.

**PASSED** this 14<sup>th</sup> day of July, 2023.

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T. Hwang  
Acting Mayor

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A. Holland  
City Clerk

## Urban Hamilton Official Plan Amendment No. 184

The following text, together with Appendix “A” attached hereto, constitutes Official Plan Amendment No. 184 to the Urban Hamilton Official Plan.

### 1.0 Purpose and Effect:

The purpose and effect of this Amendment is to redesignate the subject lands from “Medium Density Residential 2a” to “Medium Density Residential 2b” and to establish a new Site Specific Policy within the Shaver Neighbourhood Secondary Plan to facilitate the development of a stacked townhouse development with a maximum density of 100 units per hectare.

### 2.0 Location:

The lands affected by this Amendment are known municipally as 487 Shaver Road, in the former Town of Ancaster.

### 3.0 Basis:

The basis for permitting this Amendment is:

- The proposed development supports the policies of the Urban Hamilton Official Plan and the Shaver Neighbourhood Secondary Plan, as it contributes to the range of housing forms and the efficient use of land;
- The proposed development supports Residential Intensification policies of the Urban Hamilton Official Plan by providing residential units adjacent to existing commercial uses and in proximity to existing transit; and,
- The Amendment is consistent with the Provincial Policy Statement, 2020 and conforms to the Growth Plan for the Greater Golden Horseshoe, 2019, as amended.

### 4.0 Actual Changes:

## 4.1 Volume 2 – Secondary Plans

### **Text**

#### 4.1.1 Chapter B.2.0 – Ancaster Secondary Plans – Section B.2.2 – Shaver Neighbourhood Secondary Plan

- a. That Volume 2: Chapter B.2.0 –Ancaster Secondary Plans, Section B.2.2 – Shaver Neighbourhood Secondary Plan be amended by adding a new Site Specific Policy, as follows:

#### **“Site Specific Policy – Area E**

B.2.2.5.5 Notwithstanding Policy B.2.2.1.2 a) and B.2.2.1.4 b) ii) of Volume 2, for the lands located at 487 Shaver Road, designated Medium Density Residential 2b and identified as Site Specific Policy – Area E on Map B.2.2-1 – Shaver Neighbourhood Secondary Plan – Land Use Plan, the following policies shall apply:

- a) The height of a residential building shall have no more than 4 storeys entirely above grade;
- b) The residential density shall not exceed 80 dwelling units per gross/net residential hectare; and,
- c) The location of buildings and outdoor amenity area shall be located adjacent to the northerly lot line to minimize risk to public health and safety.”

### **Maps and Appendices**

#### 4.2.2 Map

- a. That Volume 2: Map B.2.2-1 – Shaver Neighbourhood Secondary Plan – Land Use Plan, be amended by:
- i) redesignating lands from “Medium Density Residential 2a” to “Medium Density Residential 2b”; and,

ii) identifying the subject lands as Site Specific Policy – Area “E”

as shown on Appendix “A”, attached to this Amendment.

**5.0 Implementation:**

An implementing Zoning By-Law Amendment and Site Plan will give effect to the intended uses on the subject lands.

This Official Plan Amendment is Schedule “1” to By-law No. 23-122 passed on the 14<sup>th</sup> day of July, 2023.

**The  
City of Hamilton**

\_\_\_\_\_  
T. Hwang  
Acting Mayor

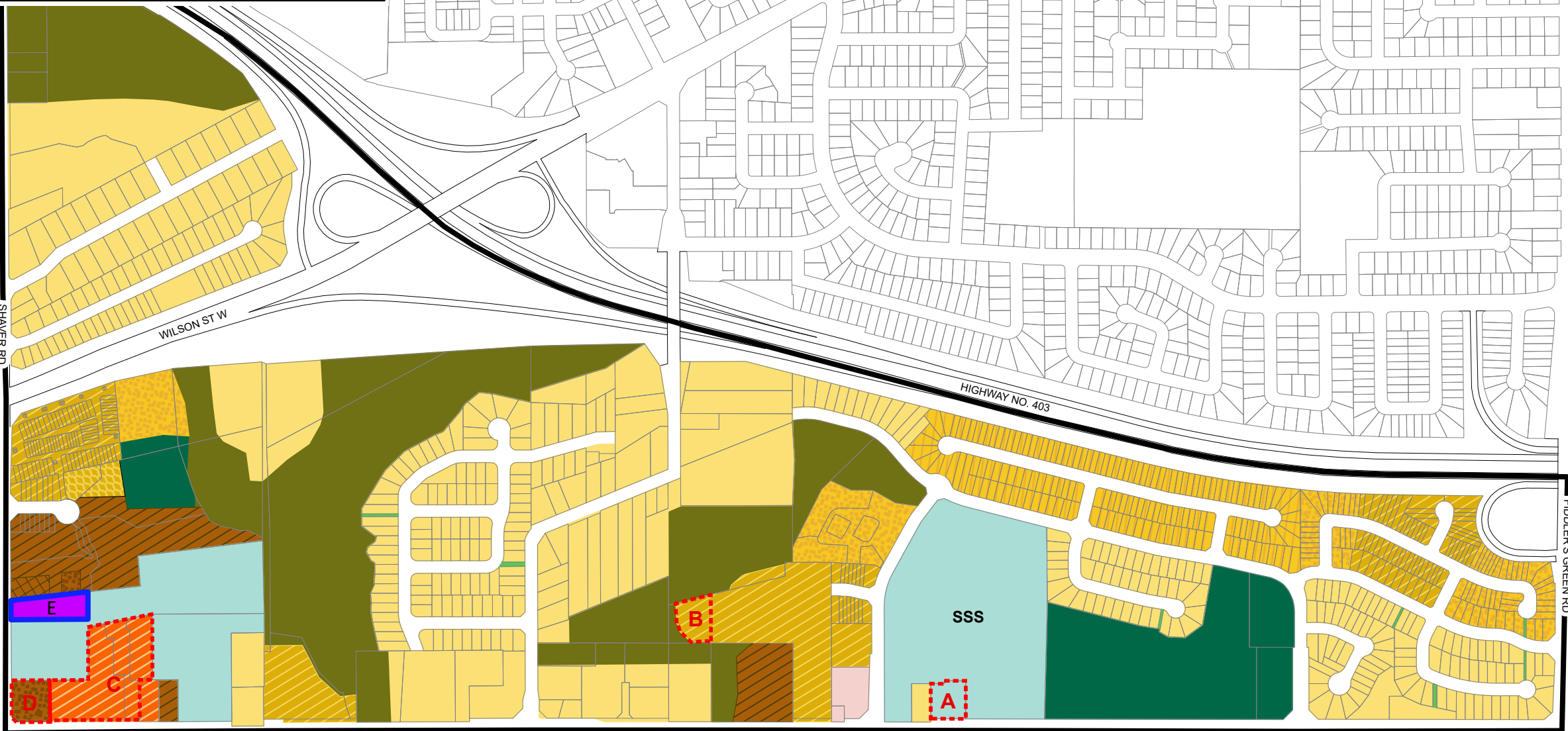
\_\_\_\_\_  
A. Holland  
City Clerk



Appendix A  
 APPROVED Amendment No. 184  
 to the Urban Hamilton Official Plan

- Lands to be redesignated from "Medium Density Residential 2a" to "Medium Density Residential 2b"
- Identify lands as Site Specific Policy - Area "E"  
 (487 Shaver Road, Ancaster)

Date: June 15, 2023	Revised By: MM/NB	Reference File No.: OPA-U-184(A)
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**Legend**

- Residential Designations**
- Low Density Residential 1
  - Low Density Residential 2a
  - Low Density Residential 2c
  - Low Density Residential 3a
  - Low Density Residential 3f
  - Medium Density Residential 2a
  - Medium Density Residential 2b
  - Medium Density Residential 2c
  - High Density Residential 1
- Parks and Open Space Designations**
- Neighbourhood Park
  - General Open Space
  - Natural Open Space
- Other Designations**
- Local Commercial
  - Institutional
- SSS** Separate Secondary School
- Other Features**
- Area or Site Specific Policy
  - Secondary Plan Boundary

Council Adopted: July 9, 2009  
 Ministerial Approval: March 16, 2011  
 Effective Date: August 16, 2013

**Urban Hamilton Official Plan  
 Shaver Neighbourhood  
 Land Use Plan  
 Map B.2.2-1**

<p>Date: February 2021</p> <p>Not To Scale</p>	
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**Authority:** Item 6, Planning Committee  
Report 23-010 (PED23089)  
CM: June 21, 2023  
Ward: 12

**Bill No. 123**

## **CITY OF HAMILTON**

### **BY-LAW NO. 23-**

#### **To Amend Zoning By-law No. 87-57 Respecting Lands Located at 487 Shaver Road (Ancaster)**

**WHEREAS** the *City of Hamilton Act*, 1999, Statutes of Ontario, 1999 Chap. 14, Sch. C. did incorporate, as of January 1, 2001, the municipality “City of Hamilton”;

**AND WHEREAS** the City of Hamilton is the successor to certain area municipalities including the former municipality known as the “The Corporation of the Town of Ancaster” and is the successor to the former regional municipality, namely, “The Regional Municipality of Hamilton-Wentworth”;

**AND WHEREAS** the *City of Hamilton Act*, 1999 provides that the Zoning By-laws of the former area municipalities continue in force in the City of Hamilton until subsequently amended or repealed by the Council of the City of Hamilton;

**AND WHEREAS** Zoning By-law No. 87-57 (Ancaster) was enacted on the 22<sup>nd</sup> day of June, 1987, and approved by the Ontario Municipal Board on the 23<sup>rd</sup> day of January, 1989;

**AND WHEREAS** the Council of the City of Hamilton, in adopting Item 6 of Report 23-010 of the Planning Committee at its meeting held on the 21<sup>st</sup> day of June, 2023, recommended that Zoning By-law No. 87-57 (Ancaster), be amended as hereinafter provided; and,

**AND WHEREAS** this By-law will be in conformity with the Urban Hamilton Official Plan upon adoption of UHOPA No. 184;

**NOW THEREFORE** the Council of the City of Hamilton enacts as follows:

1. That Map No. 1-B to Schedule “B”, appended to and forming part of By-law No. 87-57 (Ancaster) is amended by changing the zoning from the Rural Commercial “C5-243” Zone, Modified to the Holding Residential Multiple “RM5-716” Zone, Modified on the lands the extent and boundaries of which are shown on a plan hereto annexed as Schedule “A”.
2. That Section 34: Exceptions, to the Zoning By-law No. 87-57 (Ancaster), as amended, is hereby further amended by adding the following Sub-section:

**“RM5-716**

That notwithstanding the provisions of Sections 3.46, 7.11 (a), 7.14 (b)(i)(B), 7.18 (a)(ii), 18.2 (a), (b), (c), (f), (g), (h), (i), (j), (k), (l), and (n) the following special provisions shall apply to the lands zoned “RM5-716”:

- (a) The following definition shall apply to lands zoned “RM5-716”:

**“Dwelling, Multi-Plex”**

means a building divided vertically into a minimum of two (2) and a maximum of six (6) side-by-side units, which may also be divided horizontally to a maximum of two (2) units in height, for a maximum total of twelve (12) units, with each unit being separated by two (2) or more common walls and each having private entrances to the outside.

DEVELOPMENT REGULATIONS

The following regulations shall apply to Multi-Plex Dwellings:

- |                          |  |
|--------------------------|--|
| (a) Minimum Lot Area     | 0.44 hectares  |
| (b) Maximum Density      | 80 units per hectare   |
| (c) Minimum Lot Frontage | 30.0 metres  |
| (d) Minimum Front Yard   | 3.0 metres   |
| (e) Minimum Side Yards   | 6.0 metres – Southernly<br>5.5 metres – Northernly   |
| (f) Minimum Rear Yards   | 5.5 metres   |
| (g) Maximum Height       | 14.5 metres  |
| (h) Minimum Landscaping  | 41 percent of the lot area, which includes a Children’s Play Area.   |
| (i) Planting Strip       | Minimum 3.0 metre wide, provided along each lot line, except along the southernly lot line where a minimum 1.5 metre wide planting strip will be required. |
| (j) Parking              | 1 per dwelling unit, plus 0.25 visitor per dwelling unit.  |
| (k) Accessory Buildings  | The provisions of Subsection 7.18 (a) shall apply, except that an above-grade communal parking structure or building                                       |

shall be deemed a principal building and accessory buildings shall not be located less than 1.0 metres from the southerly lot line.”

(l)

In addition to the RM5-716 Zone Provisions, no building or structure shall be erected, altered, nor extended, except on the area identified as Block 1 – Extent of building envelope on Figure 2 of Section 39: Special Figures.

3. That SECTION 39: SPECIAL FIGURES, be amended by adding Figure 2: 487 Shaver Road, Ancaster, appended to this By-law.
4. That no building or structure shall be erected, altered, extended, or enlarged, nor shall any building or structure or part thereof be used, nor shall any land be used, except in accordance with the Residential Multiple “RM5” Zone provisions, subject to the special requirements referred to in Section 2 of this By-law.
5. That the Clerk is hereby authorized and directed to proceed with the giving of notice of the passing of this By-law in accordance with the *Planning Act*.

**PASSED** this 14<sup>th</sup> day of July, 2023

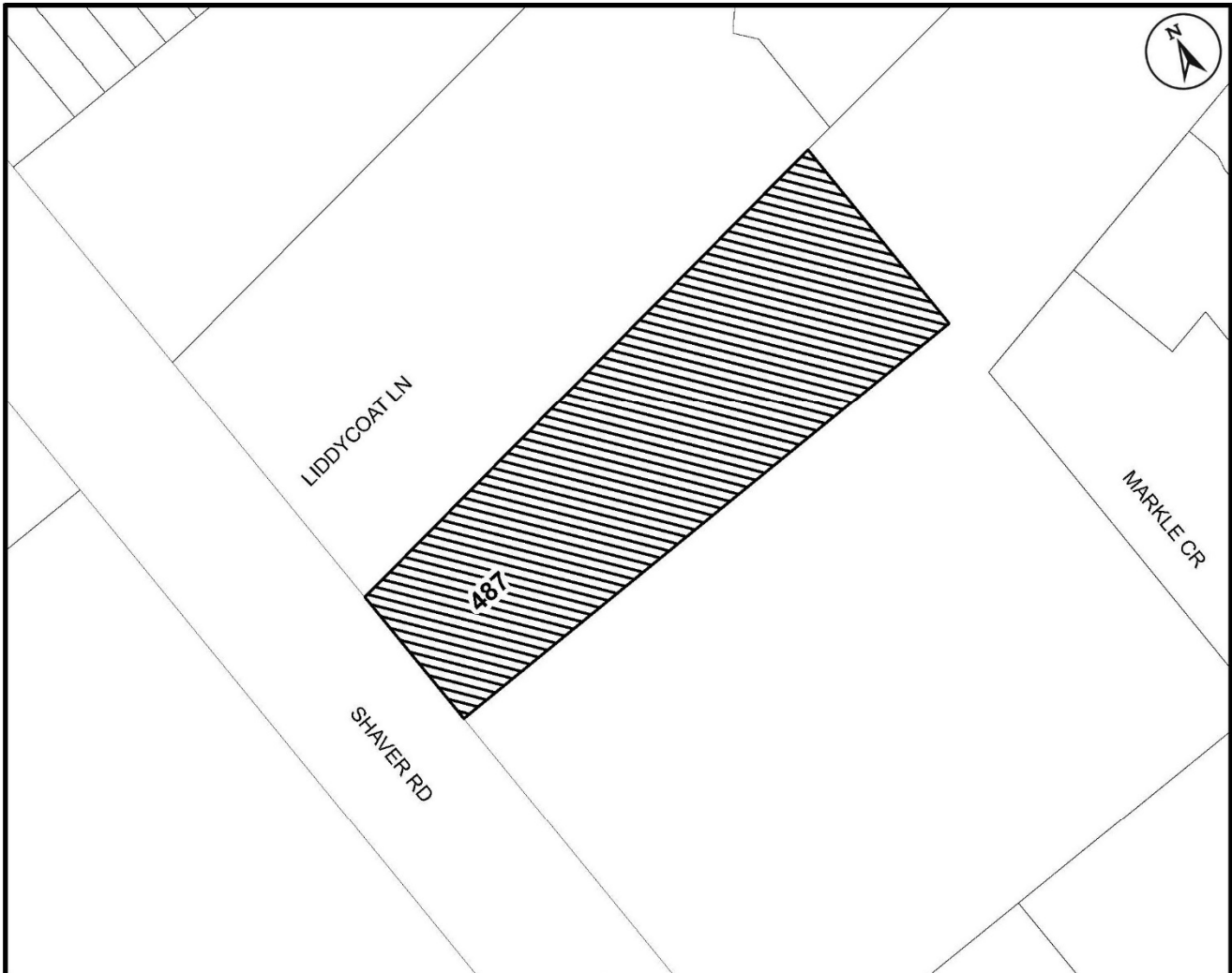
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T. Hwang  
Acting Mayor

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A. Holland  
City Clerk

ZAC-22-005





This is Schedule "A" to By-law No. 23-  
 Passed the ..... day of ....., 2023

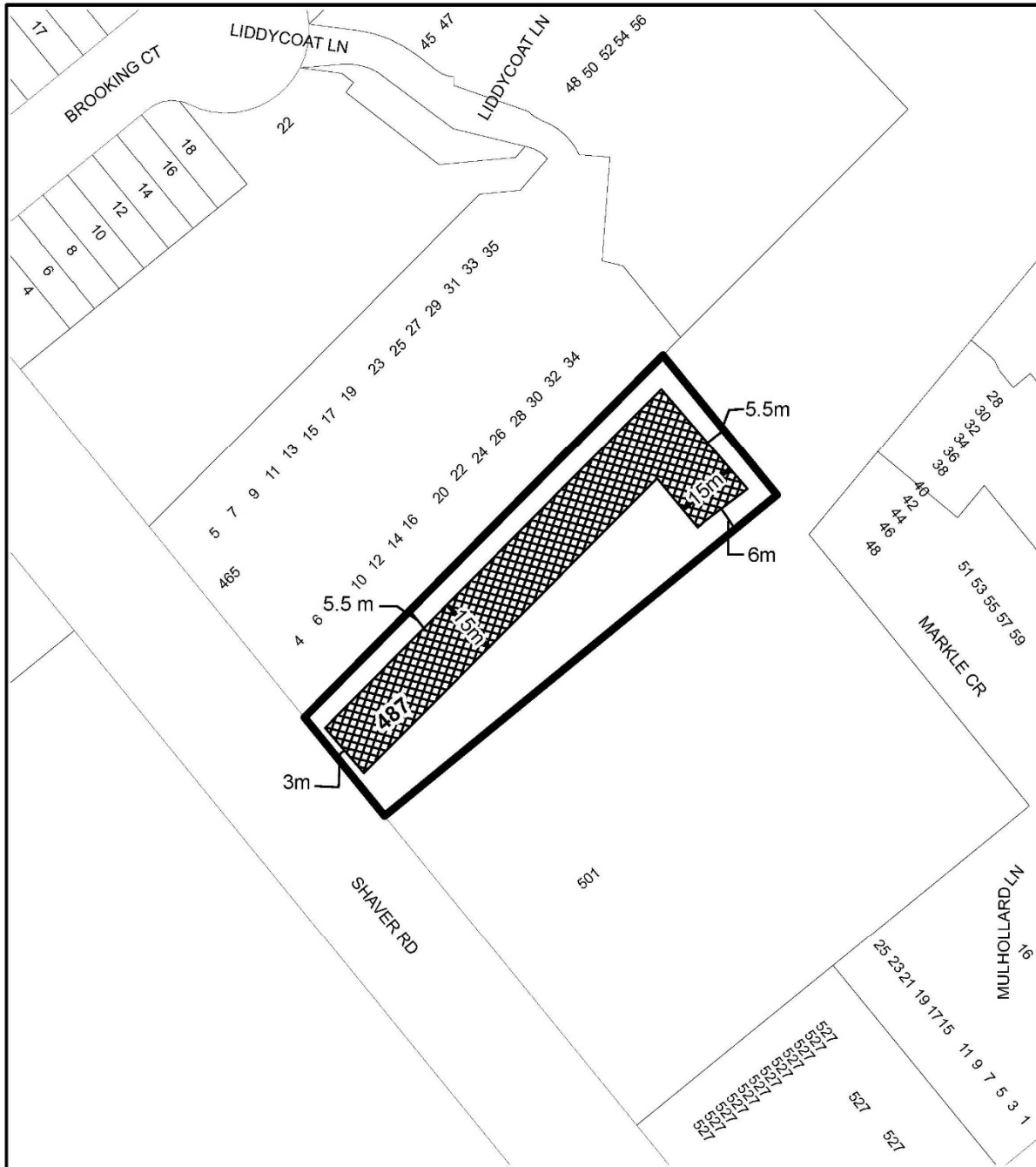
-----  
 Mayor  
 -----  
 Clerk  
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**Schedule "A"**  
**Map forming Part of**  
**By-law No. 23-\_\_\_\_\_**  
**to Amend By-law No. 87-57**

**Subject Property**  
 487 Shaver Road, Ancaster (Ward 12)

 Change in zoning from the Rural Commercial "C5-243" Zone, Modified to the Holding Residential Multiple "RM5-716" Zone, Modified



Scale: N.T.S	File Name/Number: ZAC-22-005/UHOPA-22-002	
Date: November 17, 2021	Planner/Technician: MM/NB	
PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT		



**Special Figure 2: 487 Shaver Road, Ancaster**

Date:  
April 27, 2023

**Legend**

-  Subject Area - Special Exception 716
-  Block 1 - Extent of building envelope



**Authority:** Item 14, Committee of the Whole  
 Report 01-003 (FCS01007)  
 CM: February 6, 2001  
 Wards: 1,2,3,4,13,14

**Bill No. 124**

**CITY OF HAMILTON  
 BY-LAW NO. 23-  
 To Amend By-law No. 01-218, as amended,  
 Being a By-law To Regulate On-Street Parking**

**WHEREAS** *Section 11(1)1 of the Municipal Act, S.O. 2001, Chapter 25*, as amended, confers upon the councils of all municipalities the power to enact by-laws for regulating parking and traffic on highways subject to the *Highway Traffic Act*;

**AND WHEREAS** on the 18th day of September, 2001, the Council of the City of Hamilton enacted By-law No. 01-218 to regulate on-street parking;

**AND WHEREAS** it is necessary to amend By-law No. 01-218, as amended.

**NOW THEREFORE** the Council of the City of Hamilton enacts as follows:

1. By-law No. 01-218, as amended, is hereby further amended by adding/deleting from the identified Schedules and Sections noted in the table below as follows:

Schedule	Section	Highway	Side	Location	Duration	Times	Days	Adding/ Deleting
6 - Time Limit	E	Lloyd	South	Lottridge to Chapple	2 hr	8 am - 9 pm	Mon - Fri	Deleting
6 - Time Limit	F	Edgewater Drive	West	West intersection with Harbour Drive to 53 metres north thereof	3 hr	9 am - 12 Midnight	Tues - Sun	Adding
6 - Time Limit	F	Harbour Drive	North	Fruitland Road to the west leg of Edgewater Drive	3 hr	9 am - 12 Midnight	Tues - Sun	Adding
6 - Time Limit	E	Lloyd Street	South	Lottridge Street to 83 metres west of Chapple Street	2 hr	8 am - 9 pm	Mon - Sat	Adding

To Amend By-law No. 01-218, as amended,  
Being a By-law to Regulate On-Street Parking

<b>Schedule</b>	<b>Section</b>	<b>Highway</b>	<b>Side</b>	<b>Location</b>	<b>Times</b>	<b>Adding/ Deleting</b>
8 - No Parking	F	<b>Edgewater Drive</b>	West, North & East	Outer curb of crescent, end to end	Anytime	Deleting
8 - No Parking	F	<b>Harbour Drive</b>	North	From Fruitland Road to the east leg of Edgewater Drive.	Anytime	Deleting
8 - No Parking	F	<b>Edgewater Drive</b>	West, North & East	Outer curb of crescent, starting 53 metres north of the west intersection with Harbour Drive to the southerly end, south of the east intersection with Harbour Drive	Anytime	Adding
8 - No Parking	F	<b>Harbour Drive</b>	North	West leg of Edgewater Drive to East Leg of Edgewater Drive	Anytime	Adding
8 - No Parking	F	<b>Highway 8</b>	Both	Lewis Road to Bel-Air Avenue	Anytime	Adding
8 - No Parking	E	<b>Meadowlark Drive</b>	South	116 metres east of Redwing Road to 20 metres east thereof	Anytime	Adding
8 - No Parking	F	<b>Scarletwood Street</b>	South	15 metres east of First Road West to 10 metres east thereof	Anytime	Adding
8 - No Parking	C	<b>Skinner Road</b>	North	28 metres east of McKnight Avenue to 6 metres east thereof	Anytime	Adding

<b>Schedule</b>	<b>Section</b>	<b>Highway</b>	<b>Side</b>	<b>Location</b>	<b>Times</b>	<b>Adding/ Deleting</b>
12 - Permit	E	<b>Burlington</b>	South	from 36.5m east of Hughson to 6m easterly	Anytime	Deleting
12 - Permit	E	<b>Case St.</b>	North	from 80m east of Sherman to 6.5m easterly	Anytime	Deleting
12 - Permit	E	<b>East</b>	East	from 65.6m north of Cannon St. to 7m northerly	Anytime	Deleting
12 - Permit	E	<b>Edgar</b>	West	commencing 200 feet north of Campbell and extending 17 feet northerly therefrom	Anytime	Deleting
12 - Permit	E	<b>Fairfield</b>	East	from 49.2m south of Barton to 6m southerly	Anytime	Deleting
12 - Permit	E	<b>Ferrie</b>	South	from 17.4m east of Bay to 5.7m easterly	Anytime	Deleting
12 - Permit	E	<b>Martimas Ave.</b>	East	38.5m south of Grenfell St. to 5.5m south thereof	Anytime	Deleting
12 - Permit	E	<b>Martimas Avenue</b>	West	23 metres south of Grenfell St. to 15.5 metres south thereof	Anytime	Deleting



To Amend By-law No. 01-218, as amended,  
Being a By-law to Regulate On-Street Parking

12 - Permit	E	<b>McAnulty</b>	South	from 6.8m west of the extended west curb line of Holly to 6m westerly	Anytime	Deleting
12 - Permit	E	<b>McAnulty Blvd.</b>	North	12m west of Holly Ave. to 6m westerly	Anytime	Deleting
12 - Permit	E	<b>Paling</b>	West	from 20.8m south of Vansitmart to 6.9m southerly	Anytime	Deleting
12 - Permit	E	<b>Paling</b>	East	from 72.7m north of Britannia to 5.7m northerly	Anytime	Deleting
12 - Permit	E	<b>Paling Avenue</b>	West	71 metres north of Britannia Avenue to 6 metres northerly	Anytime	Deleting
12 - Permit	E	<b>Sanford Avenue South</b>	West	33 metres south of Rutherford Avenue to 6 metres south thereof	Anytime	Deleting
12 - Permit	E	<b>Tisdale Street North</b>	East	from 36.9 metres south of Cannon Street East to 5.2 metres south thereof	Anytime	Deleting
12 - Permit	E	<b>William Street</b>	West	8 metres south of Birge Street to 6 metres south thereof	Anytime	Deleting
12 - Permit	E	<b>Windsor</b>	South	from 44.8m west of Caroline to 6.8m westerly	Anytime	Deleting
12 - Permit	E	<b>Barnesdale Avenue North</b>	East	35 metres south of Clinton Street to 5 metres southerly thereof	Anytime	Adding
12 - Permit	E	<b>Lochearne Street</b>	North	77 metres west of Dundurn Street to 6 metres west thereof	Anytime	Adding

<b>Schedule</b>	<b>Section</b>	<b>Highway</b>	<b>Side</b>	<b>Location</b>	<b>Times</b>	<b>Adding/Deleting</b>
13 - No Stopping	E	<b>East 26th</b>	East	from 34.5m north of Queensdale to 152.4m northerly	7:00 a.m. to 6:00 p.m. Monday to Friday	Deleting
13 - No Stopping	E	<b>East 26th</b>	Both	from 50 ft. north of Queensdale to 50 ft. south of Queensdale	Anytime	Deleting
13 - No Stopping	E	<b>Lloyd</b>	South	T.H.&B. tracks to Gage	Anytime	Deleting
13 - No Stopping	E	<b>East 26th Street</b>	East	Queensdale Avenue East to 40 metres north thereof	Anytime	Adding
13 - No Stopping	F	<b>Harbour Drive</b>	North	Fruitland Rd to 18 metres east thereof	Anytime	Adding
13 - No Stopping	E	<b>Lloyd Street</b>	South	Gage Avenue North to 135 metres west thereof	Anytime	Adding
13 - No Stopping	E	<b>Lloyd Street</b>	South	Chapple Street to 83 metres west thereof	Anytime	Adding

To Amend By-law No. 01-218, as amended,  
Being a By-law to Regulate On-Street Parking

Page 4 of 4

<b>Schedule</b>	<b>Section</b>	<b>Highway</b>	<b>Side</b>	<b>Location</b>	<b>Times</b>	<b>Adding/ Deleting</b>
14 - Wheelchair LZ	E	East 26th	East	157 feet north of Queensdale	7:00 am - 6:00 pm Monday to Friday	Deleting
14 - Wheelchair LZ	E	East 6th	West	from 65m north of Fennell to 8.3m northerly	Anytime	Deleting

2. Subject to the amendments made in this By-law, in all other respects, By-law No. 01-218, including all Schedules thereto, as amended, is hereby confirmed unchanged.
3. This By-law shall come into force and take effect on the date of its passing and enactment.

**PASSED** this 14<sup>th</sup> day of July 2023.

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T. Hwang  
Acting Mayor

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A. Holland  
City Clerk

**Authority:** Item 3(b), Planning Committee  
Report 23-005 (PED23027)  
CM: April 12, 2023  
Ward: 2

**Bill No. 125**

**CITY OF HAMILTON  
BY-LAW NO. 23-**

**To Designate Property Located at 115-117 George Street, Hamilton,  
as Property of Cultural Heritage Value**

**WHEREAS**, section 29 of the *Ontario Heritage Act*, R.S.O. 1990, c. O.18 authorizes Council of the municipality to enact by-laws to designate property, including all buildings and structures thereon, to be of cultural heritage value or interest;

**WHEREAS**, Council of the City of Hamilton has received and considered the recommendations of its Hamilton Municipal Heritage Committee pertaining to this by-law, arising from the meeting of the Hamilton Municipal Heritage Committee held on March 27, 2023;

**WHEREAS**, the Council of the City of Hamilton, at its meeting held on April 12, 2023, resolved to direct the City Clerk to take appropriate action to designate the Property described as 115-117 George Street in the City of Hamilton, and more particularly described in Schedule “A” hereto (the “Property”), as property of cultural heritage value or interest, which resolution was confirmed by By-law No. 23-065;

**WHEREAS**, in accordance with subsection 29(3) of the *Ontario Heritage Act*, Council of the City of Hamilton has caused to be served on the owner of the Property and upon the Ontario Heritage Trust, a Notice of Intention to Designate the Property as being of cultural heritage value or interest, and has caused a Notice of Intention to Designate to be published in a newspaper having general circulation in the municipality, a copy of which is attached hereto as Schedule “B”;

**WHEREAS**, no Notice of Objection to the proposed designation under section 29(5) of the *Ontario Heritage Act* has been served upon the Clerk of the municipality; and,

**WHEREAS**, Council has decided to designate the Property in accordance with section 29(8) of the *Ontario Heritage Act*;

**NOW THEREFORE** the Council of the City of Hamilton enacts as follows:

1. A statement explaining the cultural heritage value or interest of the Property, and a description of the heritage attributes of the Property are set out in Schedule “C” hereto.
2. The Property, together with its heritage attributes listed in Schedule “C” hereto, is hereby designated as property of cultural heritage value or interest.

3. The City Clerk is hereby authorized and directed,
- a. to cause a copy of this By-law, together with the statement of cultural heritage value or interest and description of heritage attributes of the Property, to be served on the Ontario Heritage Trust, the owner of the Property, and any person who served an objection to the Notice of Intention to Designate, by a method permitted by the *Ontario Heritage Act*; and,
  - b. to publish a notice of passing of this By-law in a newspaper having general circulation in the City of Hamilton. Once this By-law comes into force and effect in accordance with the applicable provisions of the *Ontario Heritage Act*, the City Solicitor is hereby authorized and directed to cause a copy of this By-law, together with its Schedules, to be registered against the whole of the Property described in Schedule "A" hereto in the proper registry office.

**PASSED** this 14th day of July, 2023.

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T. Hwang  
Acting Mayor

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A. Holland  
City Clerk

To Designate Property Located at 115-117 George Street, Hamilton, as Property of Cultural  
Heritage Value

Page 3 of 6

**Schedule "A"**  
**To**  
**By-law No. 23-125**

**115-117 George Street, Hamilton**  
**Hamilton, Ontario**

PIN: 117143-0363

Legal Description:

PART OF LOTS 1&2 SOUTH SIDE OF GEORGE STREET, G.S. TIFFANY SURVEY  
(UNREGISTERED) BEING PART 1 ON PLAN 62R-22154; CITY OF HAMILTON

**Schedule "B"**  
**To**  
**By-law No. 23-125**

**115-117 George Street, Hamilton**  
**Hamilton, Ontario**

**Notice of Intention to Designate**  
**115-117 George Street, Hamilton**

The City of Hamilton intends to designate the northern portion of 115-117 George Street, Hamilton, on which is situated a semi-detached two-and-a-half storey brick building (being part of a larger parcel of land partially bounded by Main Street West, Queen Street South, and George Street), under Section 29 of the *Ontario Heritage Act*, as being property of cultural heritage value.

**Statement of Cultural Heritage Value or Interest**

The property is a representative vernacular example of the Gothic Revival style of architecture. The property has a direct association with entrepreneur and industrialist John Moodie (1832-1902), known as one of the "Five Johns" celebrated for their role in bringing hydro power into Hamilton from the distant site of De Cew Falls, and with the growth and commercial prosperity of the City of Hamilton in the late-nineteenth century. The property helps define the character of the historic Hess Village streetscape. The property is physically, functionally, historically and visually linked to its surroundings.

The Statement of Cultural Heritage Value or Interest, Description of Heritage Attributes and supporting Cultural Heritage Assessment may be found online via [www.hamilton.ca](http://www.hamilton.ca) or viewed at the Office of the City Clerk, 71 Main Street West, 1st Floor, Hamilton, Ontario, L8P 4Y5, during regular business hours.

Any person may, within 30 days after the date of the publication of the Notice, serve written notice of their objections to the proposed designation, together with a statement for the objection and relevant facts, on the City Clerk at the Office of the City Clerk.

Dated at Hamilton, this 24th day of May, 2023.



Andrea Holland  
City Clerk  
Hamilton, Ontario

**CONTACT:** Alissa Golden, Program Lead, Cultural Heritage,  
Phone: (905) 546-2424 ext. 1202,  
E-mail: [Alissa.Golden@hamilton.ca](mailto:Alissa.Golden@hamilton.ca)



**Schedule “C”  
To  
By-law No. 23-125**

**115-117 George Street, Hamilton  
Hamilton, Ontario**

**STATEMENT OF CULTURAL HERITAGE VALUE OR INTEREST AND  
DESCRIPTION OF HERITAGE ATTRIBUTES**

**Description of Property**

The property located at 115-117 George Street is comprised of a semi-detached, two-and-a-half storey brick building constructed circa 1871. The property is located on the southeast corner of George Street and Queen Street South in the Central Neighbourhood in the City of Hamilton.

**Statement of Cultural Heritage Value or Interest**

The two-and-a-half storey brick building located at 115-117 George Street was constructed circa 1871 as a semi-detached residential dwelling and was modified in the 1970s for commercial purposes. The property has design or physical value as a representative vernacular example of the Gothic Revival style of architecture, demonstrated by a side gable roof with two projecting front gables with pointed arch window openings below and paired wood brackets below the projecting roof eaves.

The historical value of the property lies in its direct association with entrepreneur and industrialist John Moodie (1832-1902), known as one of the “Five Johns” celebrated for their role in bringing hydro power into Hamilton from the distant site of De Cew Falls, who was an early owner of the property. The property also has historical value due to its association with the growth and commercial prosperity of the City of Hamilton in the late-nineteenth century.

The property also has contextual value as it is physically, functionally, visually and historically linked to its surroundings, and helps define the character of the historic Hess Village streetscape, marking the entrance to George Street from Queen Street South. The building faces George Street and is an integral component of Hess Village, comprised of a number of low-rise buildings dating to the late-nineteenth and early-twentieth centuries, many of which were successfully rehabilitated for mixed-uses in the 1970s. The building at 115-117 George Street is also a sister design to the adjacent semi-detached brick building at 107-109 George Street, believed to have also been constructed circa 1871 by John Moodie, which was designated under Part IV of the *Ontario Heritage Act* in 1985.

### **Description of Heritage Attributes**

Key attributes that embody the design / physical value of the property as being representative of the vernacular Gothic Revival style of architecture include the:

- Front (north) and side (east and west) exterior elevations of the two-and-a-half storey brick building, including the:
  - Running bond brick masonry construction;
  - Side gable roof with projecting eaves and paired decorative wood brackets with drops;
  - Single-stack corbelled brick chimney located to the southwest;
  - Projecting front gables with pointed-arch window openings below;
  - Symmetrical front (north) elevation with three bays of flat-headed window openings in the second storey with shaped stone lintels and sills; and,
  - Segmentally-arched window openings in the side (east and west) elevations with brick voussoirs and stone sills.

Key attributes that embody the contextual value of the property in defining the character of the historic Hess Village streetscape include the:

- The setback, placement as an entrance to George Street from Queen Street South and orientation of the front (north) elevation facing George Street.

The modified first-storey front (north) elevation, south (rear) elevation, and rear wings and interior features are not considered to be Heritage Attributes.



**Authority:** Item 3, Public Works Committee  
Report 22-004 (PW22013)  
CM: March 30, 2022  
Ward: 7

**Bill No. 126**

## **CITY OF HAMILTON**

### **BY-LAW NO. 23-**

**To Establish City of Hamilton Land Described as Block 87 on Plan 62M-1198 as Part of Halo Court, and Block 88 on Plan 62M-1198 as Part of Dulgaren Street**

**WHEREAS** sections 8, 9 and 10 of the *Municipal Act, 2001* authorize the City of Hamilton to pass by-laws necessary or desirable for municipal purposes, and in particular by-laws with respect to highways; and

**WHEREAS** section 31(2) of the *Municipal Act, 2001* provides that land may only become a highway by virtue of a by-law establishing the highway.

**NOW THEREFORE** the Council of the City of Hamilton enacts as follows:

1. The land, owned by and located in the City of Hamilton, described as **Block 87 on 62M-1198**, is established as a public highway, forming part of **Halo Court**, and **Block 88 on 62M-1198**, is established as a public highway, forming part of **Dulgaren Street**.
2. The General Manager of Public Works or their authorized agent is authorized to establish the said land as a public highway.
3. This By-law comes into force on the date of its registration in the Land Registry Office (No. 62).

**PASSED** this 14<sup>th</sup> day of July, 2023.

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T. Hwang  
Acting Mayor

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A. Holland  
City Clerk

**Authority:** Item 3, Public Works Committee  
Report 22-004 (PW22013)  
CM: March 30, 2022  
Ward: 12

**Bill No. 127**

## **CITY OF HAMILTON**

### **BY-LAW NO. 23-**

#### **To Establish City of Hamilton Land Described as Blocks 52 and 53 on Plan 62M-1260 as Part of Klein Circle**

**WHEREAS** sections 8, 9 and 10 of the *Municipal Act, 2001* authorize the City of Hamilton to pass by-laws necessary or desirable for municipal purposes, and in particular by-laws with respect to highways; and

**WHEREAS** section 31(2) of the *Municipal Act, 2001* provides that land may only become a highway by virtue of a by-law establishing the highway.

**NOW THEREFORE** the Council of the City of Hamilton enacts as follows:

1. The land, owned by and located in the City of Hamilton, described as **Blocks 52 and 53 on 62M-1260**, is established as a public highway, forming part of **Klein Circle**.
2. The General Manager of Public Works or their authorized agent is authorized to establish the said land as a public highway.
3. This By-law comes into force on the date of its registration in the Land Registry Office (No. 62).

**PASSED** this 14<sup>th</sup> day of July, 2023.

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T. Hwang  
Acting Mayor

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A. Holland  
City Clerk

**Authority:** Item 3, Public Works Committee  
Report 22-004 (PW22013)  
CM: March 30, 2022  
Ward: 12

**Bill No. 128**

## **CITY OF HAMILTON**

### **BY-LAW NO. 23-**

#### **To Establish City of Hamilton Land Described as Block 12 on Plan 62M-1282 as Part of Roy Street**

**WHEREAS** sections 8, 9 and 10 of the *Municipal Act, 2001* authorize the City of Hamilton to pass by-laws necessary or desirable for municipal purposes, and in particular by-laws with respect to highways; and

**WHEREAS** section 31(2) of the *Municipal Act, 2001* provides that land may only become a highway by virtue of a by-law establishing the highway.

**NOW THEREFORE** the Council of the City of Hamilton enacts as follows:

1. The land, owned by and located in the City of Hamilton, described as **Block 12 on 62M-1282**, is established as a public highway, forming part of **Roy Street**.
2. The General Manager of Public Works or their authorized agent is authorized to establish the said land as a public highway.
3. This By-law comes into force on the date of its registration in the Land Registry Office (No. 62).

**PASSED** this 14<sup>th</sup> day of July, 2023.

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T. Hwang  
Acting Mayor

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A. Holland  
City Clerk

**CITY OF HAMILTON**

**BY-LAW NO. 23-**

To Confirm the Proceedings of City Council at its meeting held on July 14, 2023.

**THE COUNCIL OF THE  
CITY OF HAMILTON  
ENACTS AS FOLLOWS:**

1. The Action of City Council at its meeting held on the 14<sup>th</sup> day of July 2023, in respect of each recommendation contained in

General Issues Committee (Special) Report 23-020 – June 27, 2023,  
General Issues Committee (Special) Report 23-021 – June 28, 2023,  
Selection Committee for Agencies, Boards and Sub-Committees Report 23-005 –  
June 29, 2023,  
General Issues Committee Report 23-022 – July 10, 2023,  
Planning Committee Report 23-011 – July 11, 2023,  
Public Works Committee Report 23-010 – July 12, 2023,  
Audit, Finance and Administration Committee Report 23-011 – July 13, 2023,  
and  
Emergency and Community Services Committee Report 23-009 – July 13, 2023

considered by City of Hamilton Council at the said meeting, and in respect of each motion, resolution and other action passed and taken by the City Council at its said meeting is hereby adopted, ratified and confirmed.

2. The Mayor of the City of Hamilton and the proper officials of the City of Hamilton are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required, and except where otherwise provided, the Mayor and the City Clerk are hereby directed to execute all documents necessary in that behalf, and the City Clerk is hereby authorized and directed to affix the Corporate Seal of the Corporation to all such documents.

**PASSED** this 14<sup>th</sup> day of July, 2023.

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T. Hwang  
Acting Mayor

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A. Holland  
City Clerk