

# Consulting Services for: Truck Route Master Plan Study

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## TERMS OF REFERENCE

### Hamilton Truck Route Study Review

#### 1.0 INTRODUCTION

The City of Hamilton is seeking a proposal to provide professional consulting services to review and update the 2010 Council approved Hamilton Truck Route Master Plan Study (TRMP). The study area is identified in **Figures 1 and 2**. Though we do not anticipate any new road infrastructure projects to be recommended, the study should follow Phases 1 and 2 of the *Municipal Class Environmental Assessment (EA)*, process (October 2000, as amended in 2007, 2011 and 2015).

The TRMP is a strategic document that addresses City-wide goods movement via truck routes, their related issues, conditions, and opportunities. This document is a key component of the Council approved City-wide Transportation Master Plan (TMP) and supports the 2016-2020 Economic Development Action Plan. The TRMP provides guidance that balances the needs of goods movement and trucking industry with the aspiration to minimize the impact of heavy vehicles on the interest of the greater community.

The objective of this review is to determine whether the existing truck route network can support the current and future needs of local, regional and global goods movement, considering the location of Hamilton in the Greater Toronto and Hamilton Area (GTHA) and as the North American Gateway for goods movement. Additionally, to develop a safe, reliable, economically efficient, and environmentally sustainable goods movement network that provides a direct connection between goods-generating land uses, the major multi-modal transportation system and inter-modal terminals, and ensures robust connectivity with the regional and global networks.

The TRMP update should address the following as a minimum, but not limited to:

- Enhance the vision statement for the City’s goods movement;
- Update or renew the objectives and principles of the TRMP, along with technical justifications, in order to achieve the set goals for the truck route network;
- Update the criteria for selecting routes to be included in the truck route network and revise the truck route mapping compatible with the City’s GIS system, including system pinch points, which may be restrictive to certain design vehicles (e.g. overhead clearances);
- Review and update of the information that should be contained in the City’s By-law to support the truck route network and update of relevant by-law schedules;
- A review of specific community-hotspots and identify a toolbox of solutions (e.g. communications/education programs);
- Identify monitoring and enforcement strategies;
- Investigate best practices relating to routes for “heavy” trucks versus other types of trucks and other truck distinctions;

- Update operational policies such as signing methodology, in particular with respect to the newly adopted hybrid-truck route signing approach;
- A review of boundary roads and connecting links to the regional truck route networks;
- Examines the integration of goods movement into Complete-Livable-Better streets, along with technical justifications, including geometric design considerations;
- Impacts of Climate Change and need to expand seasonal load restrictions; and,
- Develop truck route related policies and recommend implementation strategies.

<https://www.hamilton.ca/streets-transportation/driving-traffic/hamiltons-truck-route-network>

Figure 1: 2017 Truck Route Map

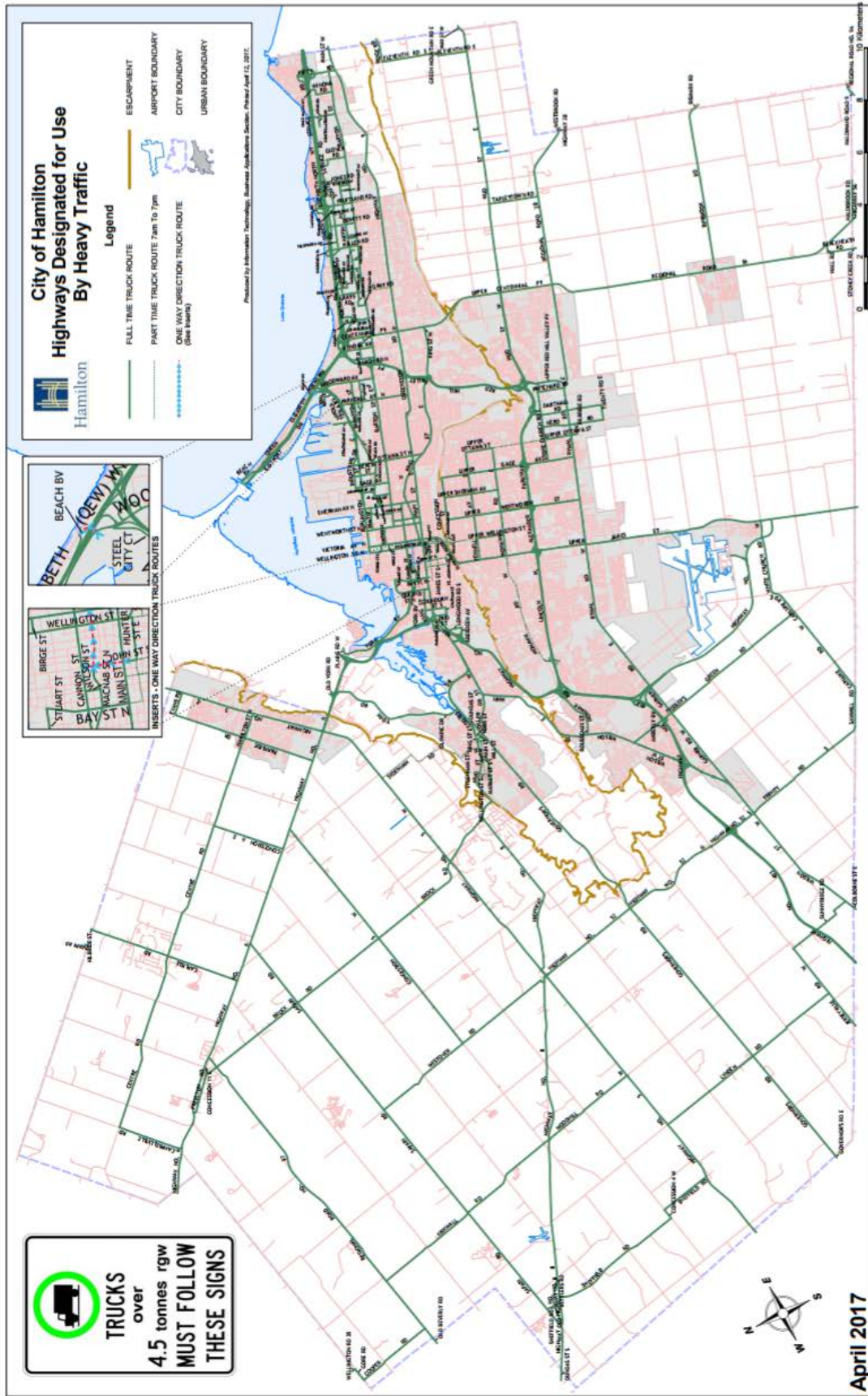
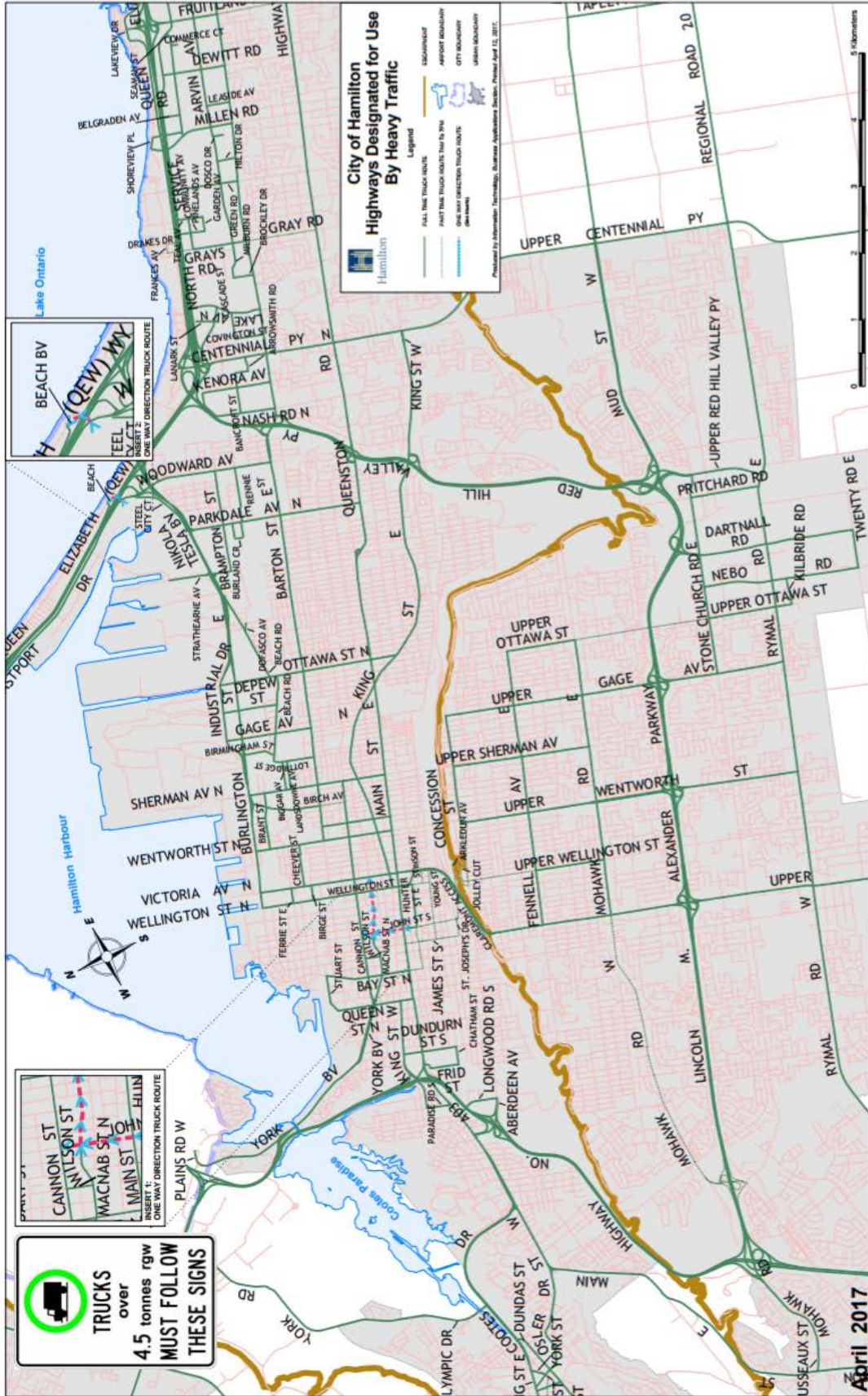




Figure 2: 2017 Truck Route Map (Urban)



## **2.0 GOALS, OBJECTIVES & GUIDING PRINCIPLES**

### **2.1 Goals of TRMP study update**

- To update the 2010 Hamilton Truck Route Master Plan Study, the truck route network map, policies, and implementation strategies that can assist the city in managing the truck route network, for the next five to ten years. With the desire to improve the City's economic prosperity by maximizing the efficiency of goods movement and minimizing the impacts of heavy vehicles on the interests of the greater community and sensitive land uses.

### **2.2 Objectives and Guiding Principles of the TRMP update**

The primary objective of this TRMP study update is to evaluate the objectives and principles identified in the 2010 study and illustrated in Table 1. This study will determine whether updated or new objectives and principles are required.

Key considerations for an updated set of objectives include:

- Hamilton's growing role as a regional intermodal transportation centre within the GTHA-Windsor-Sarnia Trade Corridor, Canada's Innovation corridor, and the Ontario-Quebec Continental Gateway Trade Corridor;
- Integration of goods movement in multimodal transportation systems and Complete-Livable-Better (CLB) streets;
- Need to address bottlenecks to ensure adequate levels of service for all users, as the City's employment and population grows;
- Providing connectivity with other regions in the south-central Ontario and into the United States including how bottlenecks beyond the City's boundaries influence goods movement;
- Emerging technologies and trends in manufacturing, freight and transportation industries that will likely have a considerable impact on the future of goods movement in Hamilton; and,
- Approaches to optimize existing infrastructure and capacity, and minimize adverse economic, social, and environmental impacts caused by goods movement.

**Table 1: 2010 Truck Route Study Objectives and Principles**

<b>Objectives</b>	<b>Principles</b>
<ul style="list-style-type: none"> <li>• Identify the purpose and goals of a truck route network, along with technical justification, in order to achieve the goals of the truck route systems;</li> <li>• Set the basic criteria for selecting routes to be included in such a network; and a review of the overall system structure, specific “hot spots”, and boundary roads;</li> <li>• Follow Phases 1 and 2 of the EA process dealing with transportation system problems or opportunities, and alternatives planning strategies respectively;</li> <li>• Summarize the information that should be contained in the City’s By-law (Traffic By-Law No. 01-205) to support the truck route network, and, the by-law and by-law schedules to provide a new comprehensive by-law;</li> <li>• Develop operational specifics such as signing methodology, including engine brake noise issues; and,</li> <li>• Revise truck route mapping to be compatible with the City’s GIS system.</li> </ul>	<ul style="list-style-type: none"> <li>• Balancing social, environmental, and economic factors;</li> <li>• Consistent and transparent decision-making;</li> <li>• Minimizing the demand for enforcement;</li> <li>• Minimizing dead ends in the network;</li> <li>• Transferring of truck traffic to higher quality facilities; and,</li> <li>• Matching relationship of trucks to road category and roadway configuration.</li> </ul>

### 3.0 BACKGROUND

The 2010 Council approved TRMP was developed as a key component of the 2007 TMP as part of the [GRIDS](#) process. The TRMP is utilized to manage the truck route network and contribute to achieve the City’s economic prosperity and improve quality of life.

The development of the Hamilton 2010 TRMP study was consistent with directions taken in the 2008 Metrolinx release of “*The Big Move*”, an integrated multi-modal Regional Transportation Plan (RTP) for the GTHA. Subsequent to the RTP, Metrolinx undertook a GTHA Urban Freight study that fed into background reports as part of the 2018 update to the RTP. The TRMP update is an opportunity to address any policy gaps and inconsistencies between these three documents and develop strategies to move people and goods on shared infrastructures effectively.

The Council approved TMP update (2018) highlights the significance of a reliable goods movement network and freight supportive land uses over Hamilton’s economic growth and prosperity. The TMP update undertook a high-level overview of goods movement policies, supporting actions, and considerations for the integration of goods movement

and Complete-Livable-Better (CLB) streets. It recognized the need for updating the 2010 TRMP, the truck route network map, and a comprehensive review of the truck route network from a connectivity standpoint with other regions in south-central Ontario and beyond.

Aligned with the objectives of the TMP, the truck route network must satisfy the needs for effective transport of goods in integration with other modes of transportation and on shared infrastructure, in the short, intermediate and long term. An increase in the number of truck-related problem locations (Community Hotspots), implementation of Light Rail Transit (LRT), and embracing the CLB streets approach by the City, will need to be addressed as part of this study.

The Proponent will be required to review existing truck route network and outline the current and expected truck route-related problems, as a result of an increase in trucking activities due to anticipated growth, to provide solutions, and recommend supporting policies the City can contemplate to mitigate these matters.

### **3.1 IDENTIFIED ISSUES**

Some issues and community hotspots have been identified concerning truck traffic and truck route network, to review and address as part of the TRMP study:

#### **Network Issues**

- Light Rail Transit – Impact of LRT project over truck route network;
- Lack of a lower Hamilton east-west truck route corridor;
- Connecting Hamilton Airport Employment Growth District to Red Hill Valley Business Park;
- Connecting Hamilton Aerotropolis to Hamilton Port and Intermodal Rail Terminal;
- Downtown Hamilton goods delivery services – curb lane loading/unloading zone accommodation – permit small to midsize trucks downtown;
- Off-peak delivery service; and,
- 400 series Highway improvements.

#### **Rural Issues**

- Farm equipment;
- Illegal dumping;
- Binbrook-Ancaster agriculture routes;
- Quarry haul routes and impacts on adjacent land uses, such as schools; and,
- Heavy construction vehicles/machinery haul routes.

#### **Road Safety and Environmental Issues**

- Heavy vehicle integration into complete streets;
- Driver behaviour;
- Design integration of heavy vehicles into roundabouts and other road infrastructure;
- Appropriate signage of truck routes;
- Air-brake noise and vibration;
- Dust pollution mitigation;
- Truck traffic speed;



- Distinction between “heavy load” trucks versus other similar sized delivery trucks; and,
- Impacts of climate change on reduced load roadways.

### **Community Hotspots**

- Cannon Street – Bicycle conflict with heavy truck traffic and noise complaints at the intersection of James Street North at Cannon Street;
- Bay Street North – No designated truck route due to new bike lane installation;
- Carlisle Road – Concern with respect to noise, speed and deterioration of the roadbed and pavements condition due to excessive heavy truck traffic;
- Victoria Street – Two-way conversion & creating General Hospital Safety Zone;
- Wellington Street – Creating General Hospital Safety Zone;
- Parkdale Avenue North – General concerns regarding truck route designation;
- Sydenham Hill (Downbound);
- Wellington Street South (Dundas);
- Wilson Street (Ancaster) – No truck route;
- Hess Street North Cannon to Barton – Violation of truck route;
- Dickenson Road – Violation of truck route;
- Gage Avenue – Trucks entering from King Street;
- Millgrove Side Road (Violation of truck route – No signal at Concession 5 and Highway 6);
- Main Street – Downtown Core;
- Sawmill Road - General concerns regarding truck route designation;
- Glover Road Hydro-Line to Rymal Road - Violation of truck route;
- Knox Avenue - Violation of truck route;
- Haldibrook Road and Westbrook Road – Municipal boundary road;
- Barton Street (Stoney Creek) – Lewis Road to Fifty Road (no truck route);
- Cut-through traffic in various neighbourhoods; and,
- Mitigation near sensitive receptors (e.g. elementary schools/day cares).

## **4.0 SCOPE OF CONSULTING ASSIGNMENT**

The Consultant shall submit a work plan and cost estimate reflecting the above scope of work and after further review of relevant background materials and review of the study area. Upon discovery of any discrepancies or omissions through review of this TOR, the Consultant shall request clarification of the matter.

### **4.1 Understanding and Approach to Project**

The Consultant shall demonstrate their knowledge in the design of an effective truck route network, as well as, specific issues that are contributing to the need for a truck route network review, in the City of Hamilton, at the current time. The proponent is also expected to indicate the approach to be taken to define a strategic basis for examining the truck route network as holistic and route by route.

### **4.2 Project Team Qualification and Experiences**

The Consultant shall identify the Project Manager and key staff responsible for the delivery of various tasks of this project. Resumes shall be provided for each team

member not listed on the roster (maximum of two pages) to demonstrate their respective qualification and experience relevant to the scope of this project.

An organizational chart should be submitted to demonstrate the organization of the project team, their specific role, and their reporting hierarchy. The Project Manager and key staff shall demonstrate the skills and ability:

- To manage projects of similar scope, and the ability to deliver high-quality work, on time, and set budget;
- To work as a multi-disciplinary team on projects of similar scope; and,
- To work effectively with a wide variety of interest groups and authorities including all levels of government, special interest groups and the members of the public.

To avoid unexpected disruption in project progress due to unforeseen circumstances, the Proponent shall provide the City’s Project Manager with a contingency plan for key project team members, as well as an organizational chart for this back-up plan.

**4.3 Project Schedule and Reporting**

- The Consultant shall provide the City with the project schedule (e.g. Gantt-Chart) highlighting the milestones, tasks and subtask with their respective timelines;
- The Consultant should comment on the critical path for this TRMP study on the basis of key project milestones completion dates, and monitor/update the project progress accordingly; and,
- A monthly project status report shall be submitted summarizing the status of the project progress on the task contained in the study schedule, to the satisfaction of the City Project Manager.

<b>Key Milestones</b>	<b>Approximate Completion Dates</b>
Project Award Assignment	Q2 2019
Data Collection	Coordinate with various City Departments/ Divisions, and other agencies Q2 2019
Staff Technical Advisory Committee (TAC) Meeting	Project Commencement - Q3 2019, and subsequent meetings with staff prior to public and stakeholder meetings
Public Consultation/Engagement	Q3 2019
Technical Memorandum	Q3 2019 – Vision, Problem and Opportunity Statement, and Summary of Public and Stakeholders Q&A
Develop Preferred Alternatives/ Solutions & Policy Recommendations	Q1 2020
Public Consultation/Engagement	Q4 2019
Draft Report	Q2 2020
Final Report	Q2 2020
Council Presentation	Q2 2020
Public Review	Q3 2020 for a minimum of 30 days Public Review (if EA filing is necessary)

## 5.0 STUDY WORK PLAN

The Consultant will need to follow a staged process that should reflect the following stages, as a minimum:

### Technical:

- Stage 1: Review of the Relevant Background Material and Problem Identification
- Stage 2: Alternative Solution and Evaluations
- Stage 3: Policy Review and Development
- Stage 4: Study Documentation

### Consultation:

- On-going: Consultation/Engagement Plan and Communications Strategy

The work plan shall be presented in a logical and chronological order to ensure that all necessary steps are completed prior to moving to the subsequent stage in the study. The Consultant is expected to develop an innovative and cost-effective work plan while still satisfying the minimum requirements outlined in this document.

The public consultation/engagement is anticipated at each stage of the study, in order to keep Hamilton's citizens and the stakeholders informed on findings, progress and recommendations as well as avenues for communication. (Allow three weeks publication and mail-out time prior to each Public and Stakeholders Meeting/Invite).

### 5.1 Stage 1: Review of the Relevant Background Material and Problem Identification

The TRMP study update should account for the goods movement requirements for the anticipated population and employment growth based on the Official Plan's structure. The increased demand for transport of goods is directly linked to the population and employment growth and the changing landscape of logistics and goods distribution. Developing the truck route network for the current and future needs of transporting goods will be presented to the various stakeholders, City of Hamilton staff, the general public, and City Council for consideration. Through the investigative methodology, the developed alternatives will be refined until the preferred scenario is identified.

The Proponent should obtain and review the background material and relevant literature, along with the objectives and principles of the existing TRMP study - to be able to identify the current issues, conditions and opportunities of truck route network in Hamilton, and develop the problem and opportunity statement. The City of Hamilton will provide the proponent with the following documents:

- Applicable portions of the Traffic By-law;
- The most updated version of truck route network map-2017 and reduced truckload map-2007, along with previous versions of truck route maps for 2010 and 2014;
- The background information and nature of concern on areas of interest;
- [Hamilton Transportation Master Plan 2018 and supporting reports](#);
- [Hamilton Official Plan](#) ;
- [Hamilton Truck Route Master Plan 2010](#);

- [Hamilton Goods Movement Study Background Review report \(2015\)](#);
- Hamilton Goods Movement Study Report (2005);
- [Hamilton Airport Master Plan](#);
- [Hamilton Port Land Use Plan and supporting documents](#);
- [Metrolinx Regional Transportation Plan](#);
- The Intersection turning movement count and Mid-block counts will be provided by the City, along with the trucks and overall collision statistics. The City-wide 2013-2017 Collision Analysis Report can be retrieved through the link below:  
<https://pub-hamilton.escribemeetings.com/filestream.ashx?DocumentId=178638>;
- [Metrolinx's Strategic Goods Movement Network](#);
- [GTHA Urban Freight Study](#); and,
- [Freight Supportive Guidelines](#) by the Ministry of Transportation of Ontario (MTO).

**Consultant Deliverable(s):**

- Technical memorandum that summarizes the findings of Stage 1 including:
  - Vision Statement for the City's Truck Route System within context of City-wide TMP and Goods Movement/Economic Development Strategy;
  - Problem and Opportunity Statement;
  - Updated Goals, Objectives and Guiding Principles; and,
  - Preferred Alternative Strategy(s).
- Preparation of meeting agenda, presentations, handouts, minutes etc.;
- Receive approval from the City of Hamilton for the Table of Content of the TRMP study update;
- Adhere to the requirements of this ToR and liaise with the City's project team as required;
- Assist and collaborate with the city staff in:
  - Chair the Technical Advisory Committee (TAC) meetings, the TAC will be made up of technical and professional City staff (Planning and Economic Development, Transportation Operation, Engineering/Design, Hamilton Police, and Public Health);
  - Attend and act as the moderator-facilitator at themed panel discussions (maximum two) relating to truck routes organized by the City;
  - Conduct focus group meetings (maximum of three);
  - Adjacent Municipal and Provincial government agencies meeting (one); and,
  - Public Information Centres (PICs) (maximum of two).

**Staff Responsibility:**

- The City will prepare the Notice of Study commencement and will arrange delivery to affected public agencies and advertising;
- The City will make arrangements for meetings and PIC locations and logistics;
- The City will be responsible for the selection process relating to any focus group and associated meeting logistics; and,
- Monitor progress, coordinate City resources, circulate requests for information to the appropriate departments and respond to questions in a timely manner.

### 5.3 Stage 2: Policy Review and Development

This stage consists of a comprehensive review and update of the truck route related policies and guiding literature that are developed to provide direction for managing the goods movement in Hamilton. A review and update of these policies will form a robust foundation for the development of the TRMP update.

The policy review and consideration of new policy papers should be within the social, economic, and environmental contexts. Key considerations include:

- The prioritization of truck route network improvement:
  - This could include evaluation criteria as part of a transparent framework for assessing future goods movement priorities, which may include network connectivity, environmental sustainability, economic efficiency, safety, community impact, integration with CLB streets, cost and constructability.

#### Consultant Deliverable(s):

- Technical memorandum that summarizes the findings of Stage 2 that will include:
  - Development of policy for goods vehicle access and curbside loading/unloading zones in urban areas;
  - Development of policy for safe operation of Long Combination Vehicles (LCV) for the transport of goods;
  - Development of policy for integration of goods movement into CLB streets;
  - Review the potential for embracing Urban Consolidation Centers (UCC), their significance in sustainable freight transport, and consideration for future updates of Official Plan and Zoning By-laws; and,
  - A review of embracing emerging technologies in goods movement in Hamilton and their potential impact on socio-economical environments.
- Propose wording changes required to the Traffic By-law.

#### Staff Responsibility:

- Monitor project progress, coordinate City resources, circulate requests for information to the appropriate departments and respond to questions in a timely manner; and,
- Review the recommended policies and provide feedback on all deliverables.

### 5.2 Stage 3: Alternative Solution and Evaluation

This stage consists of a qualitative and quantitative assessment of alternatives developed, and documentation of the opportunities and constraints for changes to the truck route network based on both the current and projected future needs. For systematic determination of alternative and development of efficient, reliable, economical, and environmentally sustainable truck route network, the consultant should assume the following, as a minimum:

- Develop a strategic vision paper, elaborating on the purpose and importance of the truck route network in general and the advantage of a system in the Hamilton context, as well as the context of truck goods transport by road in the future needs;
- Undertake field investigations, where new or modified roads associated with seasonal restrictions may be proposed, to characterize the road network and determine



whether these roads should become part of the truck route network;

- Include the safety component as part of the evaluation process to justify the proposed truck route network, wherever possible and deemed necessary. Tabulate five-year collision frequency for the intersections and Mid-blocks of the roads that could potentially be added or removed from the network. The analysis should specifically document truck related collisions and identify countermeasures for safety improvements as part of truck route revision;
- Examine the attributes required of the truck route network in general and at the roadway level. This will address the integration of trucks into CLB streets from design and as well as the social and environmental perspectives. The possible issues are, but not limited to: lane widths, pavement strength, corner turning radius, safety of vulnerable road users, connectivity, density of route structure, preferred type of adjacent land uses (including sensitive receptors such as day cares, elementary schools and retirement residences) etc.;
- Develop a recommended truck route network that will best serve the movement of commercial traffic in the City of Hamilton. Provide alternatives for consideration in satisfaction with the minimum requirement of the Municipal Class EA;
- Develop a suitable number of criteria to evaluate each of the truck route alternatives appropriately. The evaluation method developed must be easily understandable to the public;
- Review and comment on the validity and acceptability of the current by-law literature; and,
- Undertake the evaluation of each alternative and select a preferred alternative.

**Consultant Deliverable(s):**

- Technical memorandum that summarizes the findings of Stage 3 including:
  - Recommended alternatives; and,
  - Truck route network map for each alternative.
- Preparation of material and attendance at City meetings, Stakeholders meetings, Focus Groups meetings, PICs, and any other public outreach and community events.

**Staff Responsibility:**

- The City will make arrangements for meetings and PIC locations and logistics;
- Monitor progress, coordinate City resources, circulate requests for information to the appropriate departments and respond to questions in a timely manner; and,
- The City Project team will review the developed alternatives and recommended solutions and will provide comments in a timely manner.

**5.4 Stage 4: Study Documentation**

Developing the truck route network for the current and future needs of transporting goods will be presented to the various stakeholders, City of Hamilton staff, members of the public, and Council for consideration.

In this stage, all of the study findings and received feedback from the public, stakeholders and City staff should culminate in the final draft report for review by the City's Project team and endorsement by the City Council.

**Deliverable(s):**

- Technical memorandum that documents the City's goods movement vision statement, problems and opportunities statement, and inventory of the technical, social, and economic environments, to be considered in the development of alternatives and solutions;
- Technical memorandum that will form a part of the TRMP update report, in addition to the vision statement and problem and opportunity statement, this document will contain:
  - The technical, social, economic, environmental, and health criteria used in the development of alternatives;
  - All recommended alternatives;
  - The possible positive and negative impacts of each alternative on social, economic, environment and health, as well as a systematic evaluation of each, identified alternative, in terms of their advantages and disadvantages; and,
  - Identify and recommend the preferred alternative with a network map for presentation and Public and Council consideration.
- A summary memorandum of inputs received during the public consultation, focus groups meeting, and agencies circulation;
- A Truck Route Master Plan Study Update draft report that documents all analysis, findings, and recommendations for review by the City of Hamilton. The draft report will also document the public consultation that was completed as part of the study and will include: (an electronic copy (PDF and MS WORD-file) of the draft report shall be submitted);
  - Policy recommendations;
  - Network Improvements and associated priorities including cost saving and funding sources (Federal/Provincial Grants); and,
  - The final revision of the selected/approved truck route network map.
- A Truck Route Master Plan Study Review final report documenting all activities undertaken to date through the Approach #1 of the EA process for master plans;
- Based in the final plan, prepare a revised by-law schedule of defined truck routes, in an electronic form (MS WORD) identical to the current by-law, so that the new listing may be presented to Council for approval;
- Develop any wording changes required to the Traffic By-law text; and,
- Electronic copies (PDF-file and MS WORD) of the final report and the network maps are to be submitted to the City of Hamilton.

**Staff Responsibility:**

- Monitor progress, coordinate City resources, circulate requests for information to the appropriate departments and respond to questions in a timely manner;
- The City will make arrangements for meetings and PIC locations and logistics;
- Review and provide feedback on all deliverables, in a timely manner;
- Obtain Council endorsement for the final recommendation of the Truck Route Master Plan Study review, the final truck route network map, and filing the final TRMP report in public records, via a report to Council; and,
- Printing of final reports (as required).

**Intellectual Property Rights:**

*All reports produced by the Consultant will become property of the City of Hamilton. These reports and any other documents or presentation material may be produced and distributed as decided by the City without any required permission from the consultant who authored them.*

*Personal Information provided through public comments is collected by the City of Hamilton in accordance with the Freedom of Information and Protection of Privacy Act and will be used by the City in making a decision on this project. With the exception of personal information, all comments will become part of the public record.*

**5.5 Public Consultation/Engagement Plan**

Through their identified work plan, the Consultant should develop a consultation plan and an effective communication strategy to ensure that people are well informed of this strategically important project. It will be vital to the citizens of Hamilton that they understand the scope and reason for the project, identification of the current issues, as well as any potential short, intermediate and long-term impacts, both locally in their neighbourhood, as well as the City as a whole. The consultation process will serve the Project Team and City staff with an understanding of the position and needs of the community, and the industry through citizen and stakeholders input. The proposed strategy should make use of emerging technologies, yet, be cognizant that not all residents may have access to certain technology and provide alternatives to maximize participation.

Several key stakeholders should be consulted over the course of TRMP update to merge resulting insights for the development of an efficient network. Below is a summary of potential meetings with the various stakeholders. The proponent should identify the number of required meetings within their Proposal.

<b>Stakeholder Group(s)</b>	<b>Potential Number of Meetings</b>
City Project Team	4
Adjacent Municipalities/Provincial Agencies	1
Council Truck Route Sub-committee	2
Moderate-Facilitate Panel Discussion/Focus Groups	4
Business Community (BIAs, Chamber of Commerce)	2
City-wide Open Houses/Engagement Meetings	2 (1 Mandatory and 1 Optional)
Council Meeting	1

It is upon the discretion of the Proponent to develop their preferred engagement strategy approach which will likely be based upon their experience on previous related projects; however, the following should be considered, as a minimum:

- Public Information Centres/Workshops, Moderated Panel Discussions, Focus Groups, Open Houses, Pop-Up community events;
- Public Surveys/Questionnaires – including collection, analysis, presentation and distribution of data/results; and,
- Meetings - with staff, stakeholders, review agencies, associations, committees and Council.

The strategy should be cognizant of *Accessibility for Ontarians with Disabilities Act* (AODA) requirements.

**Consultant Deliverable(s):**

- Preparation of materials and attendance at Project Team Meetings, Stakeholder Meetings, Public Meetings, and Council;
- Preparation of all meeting agendas and minutes;
- Preparation of content to be housed on the City's project web page;
- Preparation of materials, including graphics and text for display boards, surveys as required, for all public meetings;
- Assist in the preparation of content/material to support City staff's attendance at various pop-up engagement events;
- Reports that summarize the approach and feedback received from each public consultation/engagement method; and,
- Support City staff with public inquiries, as needed.

**Staff Responsibilities:**

- Preparation and maintaining a contact list over the course of the project, in collaboration with City staff. The list shall include affected Provincial and Municipal government ministries/agencies, Hamilton Airport Authorities, Hamilton Port Authorities, and conservation authorities;
- The City's Project Manager will be responsible for responding to all public inquiries;
- The City's Project Manager and support team will participate in strategic pop-up engagement events throughout the City;
- The City will make arrangements for meetings and PIC locations and logistics;
- Monitor progress, coordinate City resources, circulate requests for information to the appropriate departments and respond to questions in a timely manner;
- The City will set up and maintain the project website;
- The City's Project Manager will review all technical report/memos, display, web materials prepared for the study;
- The City will monitor/ensure compliance to EA process and practices; and,
- The City will obtain Council endorsement for the final recommendations and filing of the TMP report in the public record, via a report to Council.

**Defined Public Consultation:**

- Notice of Project Commencement – to be announced on the City's website and local newspapers to the attention of the general public and agencies;
- Staff Technical Advisory Committee meeting prior to each public information centre and key decision-making events/meetings of the study – to provide input and advice on the identified issues; and,

- Speaker Series/Focus Group meetings to obtain feedback.

## 6.0 STATEMENT OF REQUIREMENTS

The Successful Proponent will prepare a draft and final Hamilton Truck Route Master Plan Study Update report, which will satisfy Phases 1 and 2 of the Environmental Assessment process.

### **Deliverable(s):**

- Truck Route Study Review Report – an electronic copy of pdf and other applicable formats:
  - Vision Statement for City’s goods movement policy;
  - Problem and opportunity statement;
  - Review of preferred strategy and targets;
  - Updated policy papers and develop new policies;
  - Updated relevant By-Law schedules;
  - Preparation of materials and attendance at project team meetings, stakeholder meetings, public meetings and the Council;
  - Preparation of all meeting minutes;
  - Preparation of content to be housed on the City’s project web page;
  - Report recommendations;
  - Truck Route Network Map compatible with the City’s GIS and open data platform;
  - Truck Route Network improvements and associated priorities;
  - Cost impacts, including funding sources and cost of do-nothing approach; and,
  - Decision-making toolbox.