

Pier Management Plan

Draft – requires review by HOPA and PSPC

Closures

Temporary Trail/Pier Closure

Public access Hours – Dusk until Dawn Daily from May 1-October 31. Signage will be in place identifying hours and gates will be locked for the winter. Gate remain open during the Spring/Summer/Fall.

There may be times that require the trail/pier to be closed for public use. Responsibility for the closures will be that of the licensee but may on occasion be requested by the Licensor. The Notice period for non-emergency closures requested by the Licensor to be 6 months minimum.

The pier access may be closed to public use for short periods of time to ensure user safety. The most common instances that warrant temporary closures, but are not limited to, are:

1. Pier Maintenance, Construction or other activities:

When upgrades or improvements such as pier re-surfacing, lighting repair or other impactful construction is being conducted, or if there are damages that make the area unsafe, the pier must be closed to the public. Using appropriate signage and barriers, the section undergoing maintenance or construction must be cordoned off and an alternative by-pass (if the trail access is impacted), when possible, must be indicated to public users.

A by-pass route or pier closure may also be implemented in case of emergency or construction activities.

2. High Wind, High Water, Flooding or Other Climate Events:

Permanent Wind, Wave and water level Conditions Interpretive Signage must be posted at all primary and applicable secondary access points.

High wave action is associated with the High wind and water level events and as such if the event is predicted any unsecured items such as waste in bins should be removed if safe to do so.

Areas must be inspected thoroughly before fully re-opening or partially re-opening.

Only the Superintendents, and/or Manager of Parks will be authorized to permit reopening of the pier after a closure event. No access will be allowed at any time during a wind/wave/high water event unless required for Emergency Services.

The Pier or trail may need to be temporarily closed due to flooding or erosion caused by heavy periods of rain, wave events or ice events. In these cases, signage indicating the trail closure must be posted clearly at the entrance and gates locked.

3. Seasonal – winter snow and ice:

The Pier will be closed for the winter months and when there are no staff present available daily on the Beach and when there is risk of snow and ice.

The Pier will be open May 1-October 31 from Dawn until Dusk. Signage will indicate the seasonal closure and, in the fall, additional signage that shows that the pier is closed to access for the season will be installed.

In addition to barriers where applicable and signage where applicable, trail and pier closures are communicated on the City of Hamilton Website or by means of other communication notices. The Licensee will immediately notify the Licensor of any emergency closures.

DRAFT

Pier Management Plan

Draft – requires review by HOPA and PSPC

Maintenance Schedule

Items of Responsibility	Winter November 1st to March 31st	Spring/Summer/Fall May 1st to October 31st
Trail Connection (City)	Inspect 1x month no winter maintenance on trail connection, signage and gate inspections	Inspection 1x month Spring/Fall, 1x week Summer, surfaces and signage, gates. Sweeping – as required Repairs – as required
HOPA		
Pier Tread Surface (City)	n/a no winter maintenance	Inspection 1x month Spring/Fall, 1x week Summer Sweeping – as required Repairs – as required
HOPA	n/a- underground structure only	n/a - underground structure only
Fencing and railing (City)s	n/a -reactive only if ice event occurs and when safe to do so	Inspection 1x month Spring/Fall, 1x week Summer Repairs – as required
HOPA	n/a	n/a
Signage (City)	Inspect 1x month and ensure no winter maintenance signs and closure signs are in place	Inspection 1x month Spring/Fall, 1x week Summer Repairs and graffiti removal – as required
HOPA	Navigational signage	Navigational signage
Gates, Barriers and Bollards (City)	Inspect 1x month and ensure barriers in place and secure	Inspect 1x month and ensure barriers in place and secure
HOPA	Responsible for fence outside of the area of licence	Responsible for fence outside of the area of licence
Navigation items (City)	Identify for HOPA any visual damage if observed (aesthetic only as staff are not trained to know if the item is functional)	Identify for HOPA any visual damage if observed (aesthetic only as staff are not trained to know if the item is functional)
HOPA	Full responsibility	Full responsibility
Lighting (City)	TBC	Pedestrian lighting Inspection 1x month Spring/Fall, 1x week Summer Repairs and graffiti removal – as required
HOPA	Navigational lights only Payment of Hydro - TBC	Navigational lights only Payment of Hydro – TBC
Structure of pier	Identify for HOPA any visual damage if observed	Identify for HOPA any visual damage if observed

(City)		
HOPA	Repairs as required, full responsibility	Inspection, Repair, Replace full responsibility – in 10year Capital plan
Safety devices, trail waste can (City)	Remove for winter closure Safety devices TBC	Waste can 3x per week Repairs and graffiti removal – as required TBC
HOPA	Ladders – inspect and repair as required	Ladders – inspect and repair as required
Vegetation management (e.g. trees, shrubs, grasses, invasive species) (City)	n/a	Trim, cut, remove as required
HOPA	n/a	n/a

Attributes and components defined:

1. Trail connection – means the designated path connection to the pier to be a clear zone kept free of obstructions and free of trip hazards
2. Tread surface – means the surface material of the trail tread designated for pedestrians which may range from an asphalt surface to an unsurfaced natural environment.
3. Fencing, gates and barriers – as shown on conceptual plan
4. Signage (wayfinding, instructional or rules and hazard identification) –includes wayfinding signage to assist users in understanding what uses are permitted on the pier, what warnings they need to heed, proper pier etiquette to be followed, emergency contact information, closure and maintenance information.
5. Pier structure –
 - The deck material – concrete
 - The superstructure that supports the deck, including the abutments, if any
 - Railings on the pier
 - Lighting and electrical components
 - Navigational items
6. Amenities –benches, waste cans- to be bolted in place and removable for the winter, waste cans to be metal mesh and bags used clear. On trail entrance only not on the pier, location to be with approval from licensor and at staff discretion. TBC
7. Safety devices, ladders – type, number and spacing TBC

Inspection

Maintenance inspections – Licensee Inspection to be maintained as an electronic record and stored for 7 years. Inspections are to be carried out by the Licensee’s qualified person. Records to be shared yearly with the Licensor and any incidents or items of concerns to be flagged immediately for the Licensor.

Capital and structural inspections – Licensor Inspection records to be shared with the Licensee as completed, all future capital work timelines to be shared at minimum 6 months in advance with the Licensee.

Qualified Person

All staff or contractors who perform inspections, closures, maintenance to be familiar with this agreement and the City of Hamilton inspection Standard Operating Procedure.

Signage for Prohibited activities

The City of Hamilton Parks ByLaw 01-219 outlines terms of use. In addition there will be specific signs outlining prohibited activities such as no swimming, diving, fishing, events or photography bookings, skateboarding, vehicles of any kind (unless approved by HOPA for emergency/maintenance).

DRAFT