



City of Hamilton Report for Information

To: Chair and Members
Hamilton Renewable Power Inc. Board of Directors

Date: July 22, 2025

Report No: HRP25001

Subject/Title: Evaluative Framework to Guide Consultant
Research – Response to September 12, 2024,
Board Direction

Ward(s) Affected: City Wide

Recommendations

That Report HRP25001 respecting Evaluative Framework to Guide Consultant Research – Response to September 12, 2024, Board Direction **BE RECEIVED** for information.

Key Facts

- This Report responds to the September 12, 2024, Board motion directing staff to report on the evaluative framework for consultant-led feasibility work.
- A verbal response to the Board was provided by the former President on February 13, 2025, in advance of issuing the RFP. This report serves to formally document that response.
- In April 2025, HRP Inc. issued RFP C11-40-25 to retain a consultant to study long-term options for biogas use at the Woodward Wastewater Treatment Plant. The RFP was issued through the City's Procurement Division and complied with all applicable legal and policy requirements.
- The successful proponent will co-develop a new evaluative framework with HRP Inc. and Hamilton Water.
- The framework will include criteria to assess environmental, financial, and technical performance of potential biogas end uses.

- The framework will inform the 30% design and recommendation of a preferred option aligned with HRP Inc. and City climate targets.
- This item is currently listed on the Outstanding Business List (OBL).

Financial Considerations

No financial impacts.

Background

At its September 12, 2024, meeting, the HRP Inc. Board of Directors directed staff to report back with details on the evaluative framework that would guide consultant research on the future of biogas utilization at the Woodward Renewable Energy Facility.

Analysis

The selected consultant will co-develop the evaluative framework in collaboration with HRP Inc. and Hamilton Water. While past work—such as the 2022 Jacobs Report—is referenced in the RFP, the framework is intended to be forward-looking and adaptable to emerging technologies and business models.

Key components of the framework will include:

- **Development of weighted evaluation criteria**, jointly established with HRP Inc. and Hamilton Water, to assess technical feasibility, environmental performance, and social and financial impacts.
- **Assessment of biogas utilization scenarios**, including Renewable Natural Gas (RNG) injection, Combined Heat and Power (CHP), and hybrid models.
- **Lifecycle cost analysis (LCCA)** and environmental performance assessment such as carbon intensity and Greenhouse Gas (GHG) reduction potential.
- **Net Present Value (NPV)** business case to compare long-term costs and revenues across scenarios.
- **Capital and operating cost estimates**, supported by high-level process flow diagrams and preliminary site layouts.
- **Selection of a preferred option**, justified through a transparent and evidence-based approach.

All work will align with the City of Hamilton's energy and climate goals and support HRP Inc.'s evolving operational and sustainability objectives.

Alternatives

There are no alternatives.

Relationship to Council Strategic Priorities

3.4 – Modernize City systems under **Responsiveness & Transparency**, by embedding data-driven, collaborative planning into infrastructure decision-making. The co-development of the evaluative framework ensures thoroughness, transparency, and accountability in how future energy investments are analyzed and selected.

Previous Reports Submitted

There are no relevant previous reports.

Consultation

- Jackie Kennedy, Acting General Manager, Public Works
- Shelley Hesmer, Treasurer of HRP Inc.
- Linda Campbell, Vice President of HRP Inc.

Appendices and Schedules Attached

Appendix A: Request for Proposals – Prime Consultant Services Required for Preliminary Design and Engineering of Biogas Upgrading Unit Installation and Connection to Utility Line

Prepared by: Yanni Simatis, Senior Vice President of HRP Inc.

Submitted and recommended by: Jackie Kennedy, Acting General Manager
Public Works