SUBJECT: Terms of Reference for Sub-committee Established for Phases 3 and 4 of Municipal Engineers Association Municipal Class EA Process for CSO Control and Wastewater Treatment Plant Expansion - (PW07007a) - (City Wide)  

Public Works Committee Outstanding Business Item

RECOMMENDATION:

(a) That Report PW07007a be received for information;

(b) That the Terms of Reference for the Sub-committee Established for Phases 3 and 4 of Municipal Engineers Association Municipal Class EA Process for CSO Control and Wastewater Treatment Plant Expansion, attached as Appendix ‘A’ to Report PW07007a be approved;

(b) That the item respecting “Terms of Reference for Sub-committee Established for Phases 3 and 4 of Municipal Engineers Association Municipal Class EA Process for CSO Control and Wastewater Treatment Plant Expansion” be lifted from the Outstanding Business List on the Public Works Committee Agenda.

Scott Stewart, C.E.T.
General Manager
Public Works

EXECUTIVE SUMMARY:

In response to Report PW07007 “Terms of Reference for Sub-committee Established for Phases 3 and 4 of Municipal Engineers Association Municipal Class EA Process for
CSO Control and Wastewater Treatment Plant Expansion” as presented to the Public Works Committee on January 15, 2007 and to Council on January 24, 2007, this report provides the terms of reference as required in item DD of the respective Council resolution. The complete Terms of Reference (TOR) is attached as Appendix A.

**BACKGROUND:**

January 15, 2007 Public Works Committee - Agenda Item 8.4

Establishment of a Sub-Committee for Phases 3 and 4 of the Combined Sewer Overflow Control and Woodward Avenue Wastewater Treatment Plan Expansion Class Environmental Assessment (PW07007) (City Wide) (Item 8.4)

(a) That a Sub-Committee be established to provide input for Phases 3 and 4 of the Municipal Engineers Association (MEA) Municipal Class Environmental Assessment (EA) process for the Combined Sewer Overflow (CSO) Control and Woodward Avenue Wastewater Treatment Plant (WWTP) Expansion;

(b) That the Sub-Committee include Councillors B. Bratina, L. Ferguson, S. Merulla and D. Mitchell of the Public Works Committee and the General Managers of Finance and Corporate Services and Public Works;

(c) That the Terms of Reference for the Sub-Committee be brought back to the Public Works Committee for approval;

(d) That the term of the Sub-Committee coincide with the 2006-2010 term Council, or until such time as the mandate is completed.

Staff have, therefore developed the terms of reference (TOR) which is presented in its entirety in Appendix A to this report. In summary the TOR outlines, Background to the Class EA project, the Mandate and Purpose of the Sub-committee, members comprising the Sub-committee, the Chair, provides direction on Decision Making, Member Roles and Responsibilities, Activities, Meeting Formats, and Term of the Sub-committee.

**ANALYSIS/RATIONALE:**

N/A

**ALTERNATIVES FOR CONSIDERATION:**

N/A

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

N/A

**POLICIES AFFECTING PROPOSAL:**

N/A
SUBJECT: Terms of Reference for Sub-committee Established for Phases 3 and 4 of Municipal Engineers Association Municipal Class EA Process for CSO Control and Wastewater Treatment Plant Expansion - (PW07007a) - (City Wide) - Page 3 of 3

**RELEVANT CONSULTATION:**

N/A

**CITY STRATEGIC COMMITMENT:**

By evaluating the “**Triple Bottom Line**”, (community, environment, economic implications) we can make choices that create value across all three bottom lines, moving us closer to our vision for a sustainable community, and Provincial interests.

**Community Well-Being is enhanced.** ☑ Yes ☐ No

By providing a clear conduit through members of the proposed Public Works Sub-committee (PWSC) to ensure community concerns are addressed as early as possible throughout the planning and implementation process.

**Environmental Well-Being is enhanced.** ☑ Yes ☐ No

By having support from the PWSC in understanding and promoting the environmental initiatives which will be achieved once the ultimate recommendations of the water and wastewater master plan are implemented.

**Economic Well-Being is enhanced.** ☑ Yes ☐ No

By having timely support and direction from the PWSC and having them knowledgeable and able to champion initiatives to seek funding from higher levels of government for City water and wastewater infrastructure initiatives and sustain affordable rate increases as much as possible.

**Does the option you are recommending create value across all three bottom lines?** ☑ Yes ☐ No

As detailed in Report PW07007.

**Do the options you are recommending make Hamilton a City of choice for high performance public servants?** ☑ Yes ☐ No

Having a PWSC assist staff in executing this very complex program will promote Council/staff interactions and attract other professionals to join the City knowing they will too have support from Council members in executing any large City initiatives.
APPENDIX A – PW07007a

WOODWARD AVE. WWTP
PHASES 3 AND 4 CLASS EA
TERMS OF REFERENCE
PUBLIC WORKS SUB-COMMITTEE

1. **NAME**

This Terms of Reference pertains to the sub-committee of the Public Works Committee (PWSC) that has been struck for the Woodward Avenue Wastewater Treatment Plant (WWTP) and connected Combined Sewer System (CSS) Phases 3 and 4 Class Environmental Assessment (“Woodward Ave. WWTP Class EA”).

2. **BACKGROUND**

The background for this sub-committee is outlined in Public Works Committee report PW07007.

3. **MANDATE**

The City of Hamilton wishes to ensure that all of its facilities are compatible with the communities they are intended to serve, compliant with requirements of other interested agencies, and implemented in a pragmatic and efficient manner. To do this in the case of Woodward Ave. WWTP requires both upgrade and expansion of the existing facilities, including the collection system, managing combined sewer overflows and the treatment plant itself.

As part of the Phases 3 and 4 Class EA work, a sub-committee of the Public Works Committee of Council is being struck to provide a forum for information exchange regarding the project among members of Council, City staff and consultants, according to Public Works Committee Report PW07007. This effort will support other components of project communications, including the activities of a Technical Advisory Committee and the Community Liaison Committee established for the project.

The broad mandate of the sub-committee will be to ensure information exchange and offer direction and support to staff, understanding though that major decisions and status reports will still formally be brought forward to the Public Works Committee and Council as required. The PWSC will be in place a minimum of approximately 18 months, to cover completion of the Woodward Ave. WWTP Class EA and subsequent detailed design and contract tendering, with an option to extend its activities to cover the entire project implementation period (and current term of Council) to 2010.

4. **PURPOSE**

The purpose of the PWSC is to provide comments, direction and support pertaining to decisions to be made by the City of Hamilton with regard to capital works and operations at the Woodward Ave. WWTP and within its CSS. Specific PWSC goals include:
1. To learn about operations and processes in the Woodward Ave. WWTP study area for the management of combined sewer overflows, the treatment of wastewater and the management of biosolids.

2. To learn about the importance of timely implementation of upgrades and expansion in the Woodward Ave. WWTP study area to:
   - Achieve the City's GRIDS growth and development objectives.
   - Address targets for the remediation of Hamilton Harbour.
   - Secure provincial and federal funding for the project.
   - Ensure effective and efficient execution of the City's capital programs, and
   - Maintain revenue and sustainable financing strategies for water and wastewater services.

3. To attend scheduled meetings of the PWSC related to the Woodward Ave. WWTP Class EA, upgrade and expansion.

4. To comment on consultant and staff presentations and reports.

5. To share information about potential stakeholder impacts due to City of Hamilton operations within the Woodward Ave. WWTP study area.

6. To identify or comment on mitigating measures to be put in place to minimize impacts.

7. To work co-operatively with other PWSC members, staff and consultants.

5. **COMPOSITION/MEMBERSHIP:**

As determined at the Public Works Committee meeting on January 15, 2007 and the January 24, 2007 Council meeting (according to Committee Report PW07007), the membership of the PWSC includes the General Managers of Finance and Corporate Services and Public Works, and four City Councillors:

- Councillor Bob Bratina (Ward 2)
- Councillor Lloyd Ferguson (Ward 12)
- Councillor Sam Merulla (Ward 4)
- Councillor David Mitchell (Ward 11).

The PWSC would not be empowered to hear public delegations.

6. **CHAIR**

Meetings will be chaired by the Senior Director of Water and Wastewater.

7. **DECISION MAKING**

The role of the PWSC is advisory, but as a goal, the PWSC will seek consensus on any matters where decisions may be required. However, consensus is not an absolute requirement, and Council retains final decision-making authority in those instances where decisions may be required.
8. **MEMBER ROLES AND RESPONSIBILITIES**

It is the role of PWSC members to work co-operatively to advise other members, staff and consultants toward the satisfactory resolution of issues and adoption of plans for upgrades and expansion within the Woodward Ave. WWTP study area.

Responsibilities include:

- Attending PWSC meetings.
- Reviewing minutes and background materials before attending PWSC meetings.
- Relaying information provided by other interested parties to the PWSC.
- Touring the facilities in question as required.
- Communicating accurate information to the Public Works Committee, City Council, members of the public and other interested parties as required, with the assistances of staff and consultants.

9. **ACTIVITIES**

An agenda for the PWSC and related information will be circulated a minimum of one week in advance of the meetings. Members and staff may place any item on the agenda.

Meeting schedules will be established by the PWSC. Members will receive memoranda and information before members of the public and the Community Liaison Committee (CLC). Research and other background information will be provided to members for review in order to assist them in making informed comments at the meeting.

10. **MEETING NOTES**

The proceedings of the PWSC meetings will be recorded in the form of notes by City staff. The notes will be circulated in advance of the next PWSC meeting. At each meeting, the previous meeting’s notes will be reviewed and approved by the members. Once adopted by the PWSC, the meeting notes will be forwarded to Public Works Committee to be received as information.

11. **TERM**

The PWSC will meet with the project team and other senior staff on a monthly basis for the duration of the Phase 3 and 4 Class EA process (January 2007 to May 2007), and bi-monthly throughout the design and construction stages, or as required for a period of time equal to the duration of this term of Council (2006-2010).