THE PUBLIC WORKS COMMITTEE PRESENTS REPORT 09-005 AND RESPECTFULLY RECOMMENDS:

1. **Intersection Control List (PW09001(a)) (Wards 1, 4, 8, 11 and 14) (Item 5.2)**

   That the appropriate By-law to provide traffic control as follows, be passed and enacted:

<table>
<thead>
<tr>
<th>Intersection</th>
<th>Stop Direction</th>
<th>Class</th>
<th>Location / Comments / Petition</th>
<th>Ward</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parkdale Avenue North</td>
<td>CPR Crossing, N. of Windermere Road</td>
<td>N/C</td>
<td>Request for stop control at R.R. Crossing due to poor sightlines</td>
<td>4</td>
</tr>
<tr>
<td>Avatar Place</td>
<td>Stoneglen Way</td>
<td>N/C</td>
<td>A</td>
<td>S. of Airport Rd. W., W. of Homestead Dr.</td>
</tr>
<tr>
<td>Malwood Court</td>
<td>Stoneglen Way</td>
<td>N/C</td>
<td>A</td>
<td>S. of Airport Rd. W., W. of Homestead Dr.</td>
</tr>
</tbody>
</table>
### Intersections and Stop Directions

<table>
<thead>
<tr>
<th>Street 1</th>
<th>Street 2</th>
<th>Existing</th>
<th>Requested</th>
<th>Location / Comments / Petition</th>
<th>Ward</th>
</tr>
</thead>
<tbody>
<tr>
<td>(d) Mona Lisa Court</td>
<td>Davinci Boulevard</td>
<td>N/C</td>
<td>WB</td>
<td>W. of Garth St., S. of Rymal Rd.</td>
<td>8</td>
</tr>
<tr>
<td>(e) Sistine Court</td>
<td>Davinci Boulevard</td>
<td>N/C</td>
<td>WB</td>
<td>W. of Garth St., S. of Rymal Rd.</td>
<td>8</td>
</tr>
<tr>
<td>(f) Michelangelo Lane</td>
<td>Davinci Boulevard</td>
<td>N/C</td>
<td>EB</td>
<td>W. of Garth St., S. of Rymal Rd.</td>
<td>8</td>
</tr>
<tr>
<td>(g) Upper Paradise Road</td>
<td>Davinci Boulevard</td>
<td>N/C</td>
<td>EB</td>
<td>W. of Garth St., S. of Rymal Rd.</td>
<td>8</td>
</tr>
<tr>
<td>(h) Michelangelo Lane</td>
<td>Upper Paradise Road</td>
<td>N/C</td>
<td>SB</td>
<td>W. of Garth St., S. of Rymal Rd.</td>
<td>8</td>
</tr>
<tr>
<td>(i) Donatello Court</td>
<td>Michelangelo Lane</td>
<td>N/C</td>
<td>WB</td>
<td>W. of Garth St., S. of Rymal Rd.</td>
<td>8</td>
</tr>
<tr>
<td>(j) Sager Rd.</td>
<td>Norman Rd.</td>
<td>WB</td>
<td>NB/SB</td>
<td>E. of City Limits, S. of Con. 6 W.</td>
<td>14</td>
</tr>
<tr>
<td>(k) Undermount Ave.</td>
<td>Glenfern Ave.</td>
<td>SB</td>
<td>EB/WB</td>
<td>S. of Aberdeen Ave., E. of Dundurn St.</td>
<td>1</td>
</tr>
<tr>
<td>(l) Pinehill Drive</td>
<td>Blue Mountain Dr./Hannon Cres.</td>
<td>N/B &amp; S/B</td>
<td>All-way</td>
<td>S. of Rymal, W. of Fletcher</td>
<td>11</td>
</tr>
<tr>
<td>(m) Pinehill Drive</td>
<td>Bocelli Cres./Tossell Ave.</td>
<td>N/B &amp; S/B</td>
<td>All-way</td>
<td>S. of Rymal, W. of Fletcher</td>
<td>11</td>
</tr>
</tbody>
</table>

### 2. Transfer Station and Disposal Operations Contracts (PW08123(a)/FCS08101(a)) (City Wide) (Item 5.3)

That Report PW08123(a)/FCS08101(a) respecting the Transfer Station and Disposal Contracts, be received.

### 3. Revised Central Fleet Policy Manual (TOE01088(b)) (City Wide) (Item 5.4)

(a) That the "Vehicle/Equipment Management, Operating and Replacement Policies", as approved by Council on July 10, 2001, (Item 53 of Committee of the Whole Report 01-023), be replaced with the "Central Fleet Policy Manual" dated July 2008 and attached hereto as Appendix "A;"

(b) That the authority to make future changes to this document be given to the Central Fleet Advisory Committee;

(c) That any changes and/or amendments that have been made and/or proposed to the “Vehicle/Equipment Management, Operating and Replacement Policies” be reported to the Public Works Committee on an annual basis.
4. Proposed Lease of Ministry of Transportation Lands for Dog Park Facility (PW09009) (Ward 10) (Item 8.1)

That Report PW09009 respecting Proposed Lease of Ministry of Transportation Lands for Dog Park Facility, be received and no action taken.

5. Proposed Off-Leash Facility (PW09019) (Wards 9, 10 and 11) (Item 8.2)

(a) That staff incorporate an “Off Leash” facility in the design of a future park within the lower Stoney Creek area;

(b) That the item related to “Leash-free Parks” be removed from the Public Works Committee Outstanding Business List.

6. Bus Parts Purchase Request Authorization (PW09028) (City Wide) (Item 8.4)

That, for the 2009 calendar year, approval is given for the Transit Division to single source from the following original equipment suppliers (OEM) of bus parts:

(a) New Flyer Industries in the amount of $810,000;
(b) Harper Power Products in the amount of $523,000;
(c) Cummins Eastern Canada, the current supplier for Cummins engines in the amount of $316,000.

7. Radio Communications, Next Stop Announcement and Automated Vehicle Location Contract (GPS) (PW08038(a)) (City Wide) (Item 8.5)

(a) That the General Manager of Public Works or his designate be authorized and directed to enter into a contract in a form satisfactory to the City Solicitor with Glentel Inc. to provide Transit with a replacement radio communications, automated next stop passenger information and GPS solution;

(b) That additional capital funding of $530,000 from the Transit dedicated Federal Gas Tax Capital Reserve, to an upset budget limit of $3,730,000, Project ID: 5300883808 to expand the scope of the previously approved budget, be approved.

8. Solid Waste Management By-law 05-190 Update (PW09021) (City Wide) (Item 8.6)

(a) That Report PW09021, respecting changes to the Solid Waste Management By-Law 05-190 be received;

Council – April 1, 2009
(b) That the updated By-Law attached as Appendix “A” to Report PW09021, which has been prepared in a form satisfactory to the City Solicitor, be passed and enacted.

9. **Installation of Speed Hump on Lake Avenue Drive, between Collegiate Avenue and Randall Avenue, Stoney Creek (New Business)**

That in light of the anticipated increased traffic and associated impacts on Lake Avenue Drive, between Queenston Road and King Street East, if determined feasible for installation prior to the start of the detour, a single speed hump be installed on Lake Avenue Drive, between Collegiate Avenue and Randall Avenue, and that the results of the effectiveness of the subject speed hump be reviewed prior to the reconstruction of Lake Avenue Drive in 2010.

10. **Correspondence from the County of Prince Edward requesting support of their Resolution on the Impacts of Low Frequency Noise and Electrical and Electromagnetic Disturbances in Areas of Industrial Wind Turbines (Item 11.2)**

   (a) That the Resolution from the County of Prince Edward respecting impacts of low frequency noise and electrical and electromagnetic disturbances in areas of industrial wind turbines be received and no action taken;

   (b) That the County of Prince Edward be advised accordingly.

11. **Steel Town Amazing Race Event – Saturday, April 4, 2009 – CityKidz of Hamilton (New Business)**

That staff be authorized and directed to provide CityKidz of Hamilton with 200 special event passes to be valid on Saturday, April 4, 2009 only, in conjunction with their Steel Town Amazing Race Event, with the understanding that there will be no impact to the 2009 budget.

**FOR THE INFORMATION OF COUNCIL:**

(a) **CHANGES TO THE AGENDA (Item 1)**

The Clerk advised of the following change:

   (a) Request from Loren Lieberman on behalf of Festival of Friends to address the Committee at today’s meeting with respect to the Request for Waiver of Ground Damage Charges at Gage Park

_Council – April 1, 2009_
(b) Notice of Motion respecting Installation of Speed Hump on Lake Avenue Drive, between Collegiate Avenue and Randall Avenue, Stoney Creek

(c) Correspondence from Jerome Walker, Marketing and Development for CityKidz of Hamilton, requesting 200 free day bus passes and 100 HSR City maps to be used for Steel Town Amazing Race Event on Saturday, April 4, 2009

On a motion, the agenda was approved, as amended.

(b) **DECLARATIONS OF INTEREST (Item 2)**

None declared.

(c) **APPROVAL OF MINUTES (Item 3)**

On a motion, the Minutes of the March 2, 2009 meeting of the Public Works Committee were approved, as presented.

(d) **MINUTES OF VARIOUS SUB-COMMITTEES (Item 5.1)**

On a motion, the following Minutes were received:


(ii) City Hall Renovations Steering Committee – January 19, 2009

(e) **DELEGATION REQUESTS**

(i) Request to appear from Gord Gilmet, Technical Manager, RUETGERS Canada Inc., respecting extension to Sewer Compliance Agreement (Item 4.1)

On a motion, the request from Gord Gilmet, Technical Manager, RUETGERS Canada Inc., to appear before the Public Works Committee on May 25, 2009 respecting extension to Sewer Compliance Agreement, was approved.
(ii) Request from Loren Lieberman, Festival of Friends, respecting Waiver of Ground Damage Charges at Gage Park

On a motion, the rules of order were waived to permit Loren Lieberman to speak to the Committee at today’s meeting respecting waiver of ground damage charges at Gage Park.

(f) INTERSECTION CONTROL LIST (PW09001(a)) (Item 5.2)

On a motion, the intersection control list was amended to include the following:

<table>
<thead>
<tr>
<th>Intersection</th>
<th>Street 1</th>
<th>Street 2</th>
<th>Stop Direction</th>
<th>Class</th>
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<td>(m) Pinehill Drive</td>
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<td>Bocelli Cres./Tossell Ave.</td>
<td>N/B &amp; S/B</td>
<td>All-way</td>
<td>S. of Rymal, W. of Fletcher</td>
<td>11</td>
</tr>
</tbody>
</table>

and the appropriate by-law passed and enacted.

(g) LOREN LIEBERMAN, FESTIVAL OF FRIENDS, RESPECTING WAIVER OF GROUND DAMAGE CHARGES AT GAGE PARK (New Business)

Loren Lieberman was not in attendance at the time the Committee was prepared to hear from him. As a result, the Committee took the following action:

Festival of Friends Request for Waiver of Ground Damage Charges (PW09020) (City Wide) (Item 8.3)

On a motion, Report PW09020 respecting Festival of Friends Request for Waiver of Ground Damage Charges was referred to the Grants Sub-Committee.

Upon Mr. Lieberman’s arrival, Chair Bratina advised him of the Committee’s disposition of this item.

(h) REVISED CENTRAL FLEET POLICY MANUAL (TOE01088(b)) (City Wide) (Item 5.4)

On a motion, the following was added as sub-section (c) and subsequently carried:

(c) That any changes and/or amendments that have been made and/or proposed to the “Vehicle/Equipment Management, Operating and Replacement Policies” be reported to the Public Works Committee on an annual basis.
On a motion, sub-sections (b) and (c) be deleted in their entirety.

The Motion was **DEFEATED** on the following vote:

- **Yeas:** Ferguson, Mitchell, Jackson
- Total Yeas: 3
- **Nays:** Bratina, Powers, McCarthy, Collins, Merulla
- Total Nays: 5

The Main Motion, as amended, **CARRIED**.

(i) **RADIO COMMUNICATIONS, NEXT STOP ANNOUNCEMENT AND AUTOMATED VEHICLE LOCATION CONTRACT (GPS) (PW08038(a)) (City Wide) (Item 8.5)**

The Motion **CARRIED** on the following vote:

- **Yeas:** Bratina, Powers, McCarthy, Mitchell, Collins, Merulla, Jackson
- Total Yeas: 7
- **Nays:** Ferguson
- Total Nays: 1

(j) **SOLID WASTE MANAGEMENT BY-LAW 05-190 UPDATE (PW09021) (City Wide) (Item 8.6)**

Councillor Mitchell requested that the by-law address “farm license plates”. Staff advised that the by-law to be presented to Council for approval on April 1 will include a revision to the by-law to reflect farm vehicles. Staff also advised that the by-law attached to Report PW09021, in its current form, requires some formatting and typographical changes. These changes will also be made to the by-law prior to its submission to the April 1 Council meeting.

Chair Bratina informed the Committee of an e-mail received from Peter Hutton, on behalf of the Waste Reduction Task Force, in support of the By-law.

(k) **NOTICE OF MOTION: INSTALLATION OF SPEED HUMP – LAKE AVENUE DRIVE, BETWEEN COLLEGIATE AVENUE AND RANDALL AVENUE, STONEY CREEK (New Business)**

The following preamble was provided to the Committee with respect to the above-noted matter:

**WHEREAS** King Street East between Centennial Parkway and Battlefield Drive is scheduled for complete closure for a reconstruction project, commencing on April 6, 2009 and concluding on May 15, 2009;

*Council – April 1, 2009*
AND WHEREAS Lake Avenue Drive between King Street East and Queenston Road will be part of the designated detour route during this reconstruction project;

AND WHEREAS Lake Avenue Drive between King Street East and Queenston Road is scheduled for reconstruction as well in 2010.

On a motion, the rules of order were waived to introduce the Notice of Motion as a motion.

The Committee requested that it be noted that the approval process for the installation of the speed hump at this location is outside of the normal practice, but is being expedited to coincide with the reconstruction project.

(I) GENERAL INFORMATION/OTHER BUSINESS

(i) Outstanding Business List

(aa) Truck Route Master Plan – Upper Mount Albion
    Due Date: October 19, 2009
    Revised Due Date: November 30, 2009

(bb) Truck Traffic on Fruitland Road Residential Road
    Due Date: October 19, 2009
    Revised Due Date: November 30, 2009

(cc) Rural Stop Sign Safety
    Due Date: March 23, 2009
    Revised Due Date: April 6, 2009

(dd) Correspondence from Refreshments Canada respecting bottled water and support of a broader sustainability program
    Due Date: March 23, 2009
    Revised Due Date: April 20, 2009

On a motion, the Outstanding Business List was amended accordingly to reflect the revised due dates for the above-noted matters.

(ii) Cancellation of Public Works Committee Meeting – June 1, 2009

Chair Bratina advised the Committee that the June 1, 2009 meeting of the Public Works Committee will be cancelled as the Committee has meetings scheduled for May 25, 2009 and June 15, 2009.

Council – April 1, 2009
There being no further business, the Committee adjourned at 10:35 a.m.

Respectfully submitted

Councillor B. Bratina, Chair
Public Works Committee

Carolyn Biggs
Legislative Assistant
March 23, 2009
Central Fleet Policy Manual

Revised July 2008

Replaces Vehicle/Equipment Management, Operating and Replacement Policies, June 2001
# Central Fleet Policy Manual

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<th>Page</th>
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</thead>
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</tr>
<tr>
<td>CF-01 Eligibility for Assignment of a City Vehicle</td>
<td>4</td>
</tr>
<tr>
<td>CF-02 Personal Use of a City Vehicle</td>
<td>6</td>
</tr>
<tr>
<td>CF-03 Use of an Employee Vehicle</td>
<td>7</td>
</tr>
<tr>
<td>CF-04 Rental Vehicles and Equipment</td>
<td>8</td>
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<td>CF-05 Replacement of Vehicles and Equipment</td>
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<td>CF-06 Vehicle Replacement Reserve Fund</td>
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<td>CF-07 Vehicle and Equipment Standards</td>
<td>13</td>
</tr>
<tr>
<td>New Vehicle Delivery (deleted, procedure only, old policy FS-8)</td>
<td>-</td>
</tr>
<tr>
<td>CF-08 Vehicle and Equipment Disposal</td>
<td>14</td>
</tr>
<tr>
<td>CF-09 Vehicle and Equipment Maintenance</td>
<td>15</td>
</tr>
<tr>
<td>CF-10 Vehicle and Equipment Safety and Accident Reporting</td>
<td>17</td>
</tr>
<tr>
<td>Insurance (deleted, procedure only, old policy FS-13)</td>
<td>-</td>
</tr>
<tr>
<td>Operator Development (deleted, moved to Fleet Safety and Driver Development Manual, old policy FS-14)</td>
<td>-</td>
</tr>
<tr>
<td>CF-12 Environmental Testing Validation</td>
<td>20</td>
</tr>
<tr>
<td>CF-13 Vehicle Engine Idling</td>
<td>21</td>
</tr>
<tr>
<td>CF-14 Driver Licence Records</td>
<td>23</td>
</tr>
</tbody>
</table>
The role of the Central Fleet Section, Energy, Fleet and Facilities Division of the Department of Public Works is to acquire, repair, maintain and dispose of specialized vehicles and mechanized equipment used in municipal operations.

The scope of this manual includes all City of Hamilton employees, vehicles and mobile equipment except the Transit Division, Hamilton Police Department and Hamilton Emergency Services.

The Central Fleet Policy and Procedures Manual has been compiled to:

* establish guidelines
* define responsibilities
* control costs
* meet specific corporate goals
* resolve concerns

The manual confirms what the City is responsible for, what the employees are responsible for, and what the Central Fleet section is responsible for.

The material in this document has been reviewed and approved by the members of the Central Fleet Advisory Committee.
1. PURPOSE
To describe why use of a vehicle is authorized and the qualifications that must be met by employees to be eligible to operate a vehicle.

2. POLICY
Eligibility for assignment of a City vehicle may be approved by the department head or his delegate provided the qualifications in the following section are met.

3. RESPONSIBILITIES
3.1 The employee operating the vehicles must have a valid driver’s license, appropriate to the vehicle being driven in the Province of Ontario plus any designation required by the Operating Division. A deficient driving record or failure to comply with this Policy may result in the supervisor of the employee assigning other duties that do not require any driving.

3.2 The Supervisor of each employee assigned to driving duty verifies through the Training Matrix that the employee is properly trained to drive and operate vehicles and equipment.

3.3 The Director of the division assigned a vehicle or equipment unit will be responsible for ensuring that the following conditions are met:

   a) A City supplied vehicle or equipment may be assigned when the work assignment requires the use of such vehicle to fulfill their duties and by whom the Director certifies cannot perform such duties without the assignment of a corporate-owned vehicle or equipment.

   b) All assignments of cars, pickups and mini-vans to employees will be at the discretion of the General Manager or designate.

   c) No employee shall take a City vehicle home except with the express permission of the General Manager or designate concerned, for one or more of the following reasons:

      • The employee is scheduled and paid for on-call duty;
      • The employee is subject to an agreement that offsets a portion of the employer’s cost by foregoing standby pay, call-in pay, overtime pay, or where the employee reimburses the employer for travel cost between home and work.
      • The employee has approval from the General Manager or designate for a one-time or short-term event or special assignment.
d) Employees, when on call, may take the City vehicle to an acceptable City facility on route to their home, subject to the pertinent Collective Agreement. The Employee will be authorized to park a personal vehicle at this facility, when using the City vehicle. The only exception will be where on-call vehicle use is expressly defined in a current Union or Personal Services Contract.

References:

Driver’s Licence Status Change and Suspension Policy
Training Matrix
Vehicle Take Home Policy
Parking Policy
1. PURPOSE
To describe the restrictions on use of a City vehicle for any purpose other than City business.

2. POLICY

a) Use of City vehicles must be in accordance with the Code of Conduct. Inappropriate use will not be tolerated and may result in disciplinary action appropriate for the circumstances.

b) Personal use of City vehicles or equipment, by employees, is not permitted unless authorized in writing by the department head or designate. Use of the City’s vehicles or equipment for other than City business is considered personal use. Personal use is considered to be a taxable benefit under the Income Tax Act.

c) Hitchhikers are not permitted to ride in City vehicles.

d) Emergency situations may arise that would allow passage in a City vehicle by non-employees.

e) The City is not responsible at any time for loss or damage to any personal property while carried or left in a City vehicle or equipment unit.

References:

Code of Conduct
1. PURPOSE
The Human Resources Policy and Procedure describes the conditions under which an employee’s own vehicle may be used for City business.

2. POLICY (reproduced here for the convenience of the reader)
   a) Employees who travel on City business and do not require, or are not eligible for a City supplied vehicle, with proper approval, may use their personal vehicle for City business and be compensated for such use at the approved business kilometre rate. To qualify for the mileage rate, the use of a vehicle must be specifically approved by the departmental manager authorized to approve the employee’s travel expense. Such approval shall be granted only upon evidence that the employee carries vehicle liability insurance (bodily injury and property damage) as required by law. It is incumbent upon City employees using a personal vehicle on corporation business to familiarize themselves with personal liability insurance requirements, which are considered adequate within their geographic areas. Generally, this can be determined through consultation with their insurance representatives.
   b) Reimbursement for tolls and parking fees is also authorized when on City business.
   c) Under no circumstances will the City’s Corporate Insurance policy provide coverage to pay for damage to the employee’s vehicle (automobile physical damage coverage). Employees must provide their own protection. All mechanical, glass, tire, etc., repairs/service required on an employee’s personal car are always the responsibility of the employee and under no circumstances will the City pay for or reimburse the employee for these expenses.
   d) Employees must understand that the business kilometer reimbursement is meant to reimburse employees for all expenses connected with the fixed and running expense of their vehicle; e.g., gas, oil, maintenance, insurance premium (except as provided for in a current Union or Personal Services Contract), insurance deductible, storage, etc.
   e) The reimbursement rate per kilometre is subject to revision by the Corporate Services Department or as provided for in a current Union or Personal Services Contract.

References:
Human Resources Policy and Procedures
1. PURPOSE
The Purchasing Policy and Procedure describes the responsibilities and process for access to a vehicle or equipment required for a short period of time less than one year.

2. POLICY (reproduced here for the convenience of the reader)
The Purchasing Policy is to be followed for all short-term rentals and arrangements for such rentals are made through the Purchasing Section of the Corporate Services Department.

3. RESPONSIBILITIES
Manager Central Fleet:
- Will supply an unassigned vehicle from the fleet if suitable for the user’s needs or advise that no suitable vehicle is available.
- Will make City fuel and repair services available as needed.

Manager of Purchasing:
- Will coordinate the contract to supply a rental vehicle or equipment to the user.

Manager of Risk Management Services
- Will direct and answer questions about insurance coverage.

Section Managers and Supervisors:
- Will contact Central Fleet as the first step to obtain a vehicle from any unassigned units in the fleet.
- Will contact the Purchasing section to request a rental if no suitable fleet unit is available.
- Will inspect rentals for damage before leaving the rental agency’s premises and report same to the rental agency.
- Will register the vehicle with Central Fleet to obtain a fuel card.
- Will arrange payment to the vendor from their operating budget for rental charges, refuelling, damage and any other related charges.

Reference:
Purchasing Policy and Procedures
1. PURPOSE
To describe the responsibilities and process for replacement of a fleet vehicle or equipment unit.

2. POLICY
Vehicles and equipment that are due for replacement must be listed and approved in each year’s capital project plan. Substitutions can be made after the plan is approved provided a final report is prepared showing the actual units replaced. The Purchasing Policy is to be followed for all replacements and specifications and purchase requisitions are to be made through the Central Fleet section. To accomplish the objectives of the Green Fleet Implementation Plan, hybrid gas-electric or diesel-electric vehicles are to be acquired unless the user can provide a business case for an alternative to the General Manager of the user’s department.

3. RESPONSIBILITIES
Manager Central Fleet:
- Prepares an annual long-term forecast of vehicle replacements based on generally accepted life expectancy and usage for each unit in the fleet.
- Creates an annual Vehicle Replacement Plan as a capital project listing the individual vehicles to be replaced and the estimated cost including taxes.
- Circulates the annual Vehicle Replacement Plan to section managers and supervisors who use the vehicles for confirmation that the plan meets operational needs.
- In consultation with the user divisions, assigns priority to individual unit replacements to ensure timely delivery.
- Authorizes extended use of vehicles that have been replaced when requested by the user divisions.
- Creates specifications for tenders following input from the section using the equipment.

Manager of Purchasing:
- Issues tenders or obtains quotes according to the Purchasing Policy to get the lowest price meeting specifications for approval by Central Fleet and the section manager or supervisor who will use the new unit(s).
- Issues purchase orders for approved replacements and expedite delivery to Central Fleet.
Section Managers and Supervisors:

- Signs off on the annual Vehicle Replacement Plan.
- Signs off on final specifications for individual units.
- Signs off on delivery of the replacement unit if it meets specifications.
- Where awarding a contract to the lowest bidder meeting specifications would result in the user division receiving equipment that does not meet all of their requirements and acceptance of a higher bid is recommended, the user division prepares a report for Council approval to obtain the replacement from the recommended source.
- Identifies funding source for upgrades and extended use of replaced vehicles.
1. PURPOSE
To describe the responsibilities and process for funding the replacement of a fleet vehicle or equipment unit.

2. POLICY
The Vehicle/Equipment Replacement Reserve will be managed by Central Fleet as one fund, but contributions and withdrawals will be tracked by division as follows:

<table>
<thead>
<tr>
<th>Department</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor’s Office</td>
<td>Capital Planning &amp; Implementation</td>
</tr>
<tr>
<td>HECFI</td>
<td>Energy, Fleet &amp; Facilities</td>
</tr>
<tr>
<td>Public Works</td>
<td>Operations &amp; Maintenance</td>
</tr>
<tr>
<td></td>
<td>Waste Management</td>
</tr>
<tr>
<td></td>
<td>Water &amp; Waste Water</td>
</tr>
<tr>
<td>Culture &amp; Recreation</td>
<td>Community Buildings</td>
</tr>
<tr>
<td>Planning &amp; Economic Development</td>
<td>Animal Control</td>
</tr>
<tr>
<td></td>
<td>Building &amp; Licencing Standards</td>
</tr>
<tr>
<td></td>
<td>By-law Enforcement</td>
</tr>
</tbody>
</table>

2.1 Credits / Debits to Reserve
Eligible credits to the reserve are: salvage, insurance recovery, interest and replacement contributions. Eligible expenses are: purchase, make-ready of replacement units, including rental of any units required to deliver services while a permanent unit is on order, costs of acquisition (specification preparation, tendering, investigation, inspection, delivery), cost to repair a vehicle being disposed of where the increased resale value will be equal to or greater than the repair cost, and formal rebuild programs that extend the original useful life.

2.2 Additions to the Fleet
A new vehicle or equipment unit is ordered to replace an existing unit only. Any unit that represents an addition to the fleet must be properly authorized through Council approval of a report that specifically states the need for an additional vehicle or equipment unit. The Vehicle and Equipment Reserve Fund is for funding replacement vehicles only, not additions to the fleet.

2.3 Extended Life Rebuild
Vehicles/equipment that are at or near the end of their predicted life, may be rebuilt from the Replacement Reserve if:

a) the rebuilt unit can perform the function to the current standards;
b) the revised operating cost rate will be less than that of a comparable new unit; and
c) the useful life will be extended by 25% or more.
2.4 Agencies, Boards and Authorities

Any agency, board or authority that is funded wholly or partially by the City is eligible to be a partner in the Vehicle/Equipment Replacement Reserve subject to acceptable financial arrangements and approval by the City Manager and City Council.

3. RESPONSIBILITIES

Manager Central Fleet:

- Central Fleet will manage the use of the Replacement Reserve and the replacement of all vehicles/equipment for contributors to the Reserve;
- to enable users to budget equipment replacement expense at a relatively regular level from year to year;
- to enable the City to have relatively level commitments and cash flows for vehicles/equipment replacement from year to year.

Director, Budgets and Finance, Corporate Services Department:

- The Corporate Services Department will manage the financial aspects (accounting, investing, reporting, etc.) of the Replacement Reserve and provide Central Fleet with the necessary management reports.

Section Managers and Supervisors:

Contributions to the Replacement Reserve are to be fair and equitable for all users.

a) Contributions will be based on usage (hours or kilometers), the agreed life of the unit and replacement costs.

b) The contribution and withdrawal for each unit will be adjusted for inflation and approximately equal over the life cycle of the unit.

c) The annual contribution to the Replacement Reserve for any unit will be based on the following:

\[
\text{Current Replacement Cost times annual inflation adjustment minus salvage value} \\
\text{extended to the year of replacement} \\
\text{Remaining Useful Life (in years)}
\]
1. PURPOSE
To describe the standards for identification of a fleet vehicle or equipment unit.

2. POLICY

2.1 Colour Selection
To readily identify City fleet vehicles, the City’s standard chassis is manufacturer’s white with City approved vehicle decals and colours in a pattern to complement the particular vehicle/equipment type and departmental use. Fire, Ambulance, HSR and DARTS vehicles/equipment decals and colours will be specified by those departments.

2.2 Vehicle Lettering/Numbering
All vehicles and equipment, with the exception of some special purpose vehicles (i.e., Police, Fire, Mayor), will be identified with a number and City approved crest/decals and colours. Vehicles/equipment that are primarily assigned to a specific department, such as Public Works, will be identified with lettering.

Exceptions and additions to the above will be considered on an individual basis. These requests will be submitted to the Manager, Central Fleet for a decision by the Central Fleet Advisory Committee.

3. RESPONSIBILITIES
Manager Central Fleet:
- The numbering system will be developed and controlled by Central Fleet to ensure a unique number for each unit in the computerized fleet management system.
- A service to apply and remove decals will be provided by Central Fleet.

Communications Section:
- Is the staff authority for corporate identification.

Section Managers and Supervisors:
- Are responsible for arranging for repair or replacement of damaged decals with Central Fleet.
1. PURPOSE
To describe the responsibilities and process for disposing of a surplus or decommissioned fleet vehicle or equipment unit.

2. POLICY

2.1 This policy is in compliance with the Purchasing Policy of the Corporate Services Department.

2.2 Purchasing Policy #16 prohibits the sale of surplus goods to City employees and their families.

3. RESPONSIBILITIES

Manager Central Fleet:
- In consultation with the section Manager of the user division, authorizes any repairs needed for safety and efficient operation once a vehicle has been approved for replacement.
- Arranges for removal of decals, lettering, tools, re-usable equipment, radios and licence plates prior to disposal.
- Contacts the approved auctioneer to pick up and sell vehicles and equipment.
- Forwards cheques for sale proceeds to Business Administrator for deposit.
- Returns old licence plates to the Ministry of Transportation for cancellation and refund.

Director of Financial Services and Manager of Purchasing:
- Has the authority to sell, exchange or otherwise dispose of surplus goods.
- Issues purchase orders for approved auctioneers or other channels.

Section Managers and Supervisors:
- Ensures the return of each vehicle or equipment unit approved for replacement at the time of delivery of the new unit(s).
1. PURPOSE
To describe the responsibilities and process for maintenance and repair of a fleet vehicle or equipment unit.

2. POLICY

2.1 The section or division operating the vehicle or equipment unit must make it available for scheduled maintenance and any regulated inspections.

2.2 Central Fleet is the authorized provider of maintenance and repair services, using its own facilities or those of approved external vendors. Central Fleet recommends that operating divisions bring in their vehicles for regular preventative maintenance three times per year. One of the maintenance intervals will include the Periodic Mandatory Commercial Inspection (PMCVI) for vehicles registered in the Commercial Vehicle Operator's Registration system. This applies to all licenced vehicles and equipment with wheels and axles having a single or combined registered weight greater than 4.500kg.

3. RESPONSIBILITIES

Manager Central Fleet:
- Performs scheduled maintenance on all City vehicles/equipment to provide the highest possible in-service time.
- Coordinates warranty claims to reduce cost and expedite return-to-service time.
- Keeps all documents required by regulation such as CVOR in accordance with those regulations.
- Distributes an annual preventive maintenance schedule to all division users listing units and dates scheduled for planned maintenance.

Section Managers and Supervisors:
The operating division is responsible for compliance with the Commercial Vehicle Operator’s Registration program of the Highway Traffic Act.

Each section manager and supervisor:
- Reports any defective or unsafe mechanical condition to Central Fleet garage staff.
- Instructs and checks that operators are complying with required activities such as circle checks, pre-trip inspections and keeping vehicles clean and tidy.
- Ensures the provisions of the Service Level Agreement are met with respect to moving each vehicle or equipment unit scheduled for maintenance to a Central Fleet garage.
- Reports any defective or unsafe mechanical condition to Central Fleet garage staff.
- Instructs and verifies that operators comply with regulated activities such as circle checks, daily pre-trip inspections and keeping vehicles clean and tidy.
<table>
<thead>
<tr>
<th>City of Hamilton Public Works Department Energy, Fleet and Facilities Division</th>
<th>Central Fleet Policy Manual</th>
<th>Section CF-10 Replaces FS-11</th>
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</thead>
<tbody>
<tr>
<td>July 7, 2008</td>
<td>Revision 4</td>
<td>Approved By:</td>
</tr>
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</table>

Title: Vehicle and Equipment Safety and Accident Reporting
Page 1 of 2

1. PURPOSE

To describe the responsibilities and process for reporting accidents involving a City vehicle or equipment unit.

2. POLICY

It is the intent of the City to ensure that all vehicles and equipment are operated safely. Each employee who operates a City vehicle must take responsibility for accident prevention. Therefore, all operators of City vehicles/equipment are required to obey all traffic and safety rules/regulations and to conduct themselves in a responsible manner, keep control of their vehicle and be courteous to other operators.

3. RESPONSIBILITIES

Manager Central Fleet:
- Inspects vehicles and equipment for unidentified accident damage during service inspection and repair procedures and report same to the section or division operating the vehicle.
- Directs the vehicle to the appropriate repair location after determining that it can be moved safely.

Manager of Risk Management:
- All accidents will be reviewed by the Risk Management Section and determined as Preventable or Non-Preventable within 30 days of receiving the accident report.
- The Risk Management Section will authorize approval of each claim as the result of an accident.
- The Risk Management Section will provide a claims status report monthly to the Manager Central Fleet and the Business Administrator for Energy, Fleet & Facilities.

Section Managers and Supervisors:
- It is the duty of the operator to report any accidents involving the vehicle or equipment to Central Fleet and to Risk Management. The report is to be in accordance with Risk Management Division procedures.

**NOTE:** An accident has occurred when the City owned vehicle/equipment comes into contact with another vehicle/equipment, a person or an object regardless of damage or injury; any incident, with or without contact, that results in injury to the person, damage to the vehicle/equipment or to property being transported.
• In the event of an accident, it is the operator’s responsibility to do the following:
  • Contact police, if needed
  • Contact supervisor immediately
  • Refrain from arguing or discussing the accident with participants
  • Complete the Vehicle Accident/Incident Report available in all vehicles before the end of shift and give it to immediate supervisor
  • Provide Central Fleet and Risk Management with a copy of all incident/accident reports involving City vehicles or equipment.
  • It is the responsibility of the user/Department/Division to discipline employees who are responsible for preventable accidents.

Reference:

Fleet Safety Manual
1. PURPOSE
To describe the City’s policy for instances where the operator of a City vehicle or equipment unit is charged with a violation of the Criminal Code of Canada, Highway Traffic Act or any municipal traffic or parking by-law.

2. POLICY

2.1 The cost of all fines for traffic and parking violations is the operator/driver’s responsibility and must be paid immediately by the driver/operator. Unpaid violations are subject to late fees and re-licensing denial and will be reported to the General Manager or designate of each department for review.

2.2 The City may discipline an employee for any loss occurring as a result of gross or willful negligence by the employee entrusted for the care, custody and control of the City’s vehicle/equipment. Gross or willful negligence shall be deemed to have occurred in the following events if the operator of the unit:

- a) Was intoxicated or under the influence of drugs or other substance, intoxication being presumed if a blood test is taken and reveals an alcohol content in the bloodstream in excess of the legal limit, or is convicted of driving while intoxicated or under the influence of a drug or other substance;

- b) Is convicted of reckless driving;

- c) Fails to remove the keys from the vehicle or equipment and, as a result, the unit is subsequently stolen and/or damaged;

- d) Operates the vehicle or equipment in an unsafe condition and employee has had prior notice of such condition and has failed to correct it;

- e) Operates the vehicle without a valid Driver’s License;

- f) Leaves the scene of an accident without making required reports of such occurrence to the appropriate law enforcement authorities, fails to cooperate with such authorities or otherwise fails to comply with applicable laws relating to accident reporting;

- g) Used the vehicle or equipment for any purpose in violation of federal, provincial or local laws.
1. PURPOSE

New products are brought to market frequently that claim to reduce engine exhaust emissions or fuel consumption, or both. Some of these products, like hybrid gas-electric cars, are the products of research and development by well-known manufacturers and their actual performance is publicly documented. In other cases, the manufacturer is a small or medium enterprise that is new in the market. This policy is to describe the City’s policy for considering the use of fuel additives or fuel savings devices offered by a vendor for use on City fleet vehicles and equipment.

2. POLICY

2.1 A product claiming to reduce engine exhaust emissions or fuel consumption, or both, must have certification from ETV Canada, an agency of Environment Canada, describing the applications and conditions of its performance and the change in performance achieved, in order to qualify for consideration for purchase by the City of Hamilton for fleet application. An exception may be made for products whose performance is publicly documented in a format such as Transport Canada’s “Fuel Consumption Guide”.

2.2 A product that has been certified by ETV Canada to reduce engine exhaust emissions or fuel consumption, or both, is not automatically eligible for use by the City of Hamilton for fleet application. The decision to purchase such a product is at the discretion of the user and is purchased in accordance with the City of Hamilton’s Purchasing Policy.

Reference:
Report PW03147b Green Fleet Implementation Plan
1. PURPOSE

Air quality, climate change and energy conservation discussions are becoming increasingly common among all levels of government. One issue that incorporates all three concerns is unnecessary vehicle idling. It is recognized that contaminants from vehicle exhaust are a major contributor to deteriorating air quality and climate change. In addition, these contaminants are linked to significant respiratory health effects. The City has made a strategic commitment to improve air quality. One specific initiative is an Idling Control Policy and an Idling Awareness Campaign. The campaign features social change through education and promotion. The City employees/vehicles should lead by example.

2. POLICY

City employees in the City of Hamilton shall not allow a vehicle to idle for more than three (3) minutes in any 60-minute period as stated in City by-law 07-160. Every supervisor is responsible for informing employees of this policy and ensuring compliance.

Definitions:

Idling

The operation of the engine of a vehicle while the vehicle is not in motion and not being used to operate auxiliary equipment that is essential to the basic operation of the vehicle.

Vehicle

A motor vehicle, trailer, traction engine, farm tractor or road-building machine as defined in the Highway Traffic Act and any vehicle drawn, propelled or driven by any kind of non-muscular power, but does not include cars of electric or diesel electric railways running only upon rails. Vehicle also includes a motorized snow vehicle (or other conveyance which operates by way of a combustion engine) and personal vehicles used for work related activities.

Mobile Workshop

(a) A vehicle containing equipment that must be operated inside or in association with the vehicle; or

(b) A vehicle serving as a facility for taking measurements or making observations operated by or on behalf of a municipality, public utility or police, fire or ambulance service.

Exemptions:

The idling control policy does not apply to the following:

(a) Vehicles assisting in an emergency activity;

(b) Mobile workshops while they are in the course of being used for their basic function;

(c) Vehicles where idling is required as part of the repair process or to prepare the vehicle for service;
(d) Older mechanical style engines (i.e., diesel) which require specific shut down procedures;

(e) Occupied vehicles when the air temperature outside the vehicle or boat is:
   (i) More than twenty-seven degrees Celsius (27ºC); or
   (ii) Less than five degrees Celsius (5ºC).

(f) Vehicles engaged in a parade or race or any other event authorized by the Council;

(g) Vehicles transporting a person where a medical doctor certifies in writing that for medical reasons a person in a vehicle requires that temperature or humidity be maintained within a certain range and where the medical note is up to date and carried by the vehicle operator;

(h) Vehicles required to remain motionless because of an emergency, traffic, weather conditions or mechanical difficulties over which the driver has no control.

Safety is the primary consideration of the operator. In situations where shutting off the engine may compromise safety, vehicles may idle under the discretion of the operator (i.e., stopped in traffic).

Reference:
City by-law No. 07-160
Report PW03147b Green Fleet Implementation Plan
1. PURPOSE
To describe the responsibilities and process for maintaining a record of driver’s licence numbers for employees who operate a City vehicle.

2. POLICY
Each employee who operates a City vehicle must provide their driver’s licence number to the Manager Central Fleet upon request. Employees who do not wish to provide their driver’s licence number must sign a statement that they do not drive a City vehicle.

3. RESPONSIBILITIES
Manager Central Fleet:
- Obtains an abstract of each driver’s licence from the Ministry of Transportation at least annually and more often if required.
- Keeps abstracts in a confidential and secure location.
- Notifies the supervisor of any employee whose driver’s abstract states that the licence is suspended, cancelled or otherwise invalid.

Section Managers and Supervisors:
- Obtains driver licence information and signed statements confirming non-driver status on receipt of any request from the Manager Central Fleet, and advises the Manager Central Fleet of any driver’s licence suspensions and of any transfers or terminations of employees whose driver’s licence is on record.