



**CITY OF HAMILTON**  
**PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**  
**Light Rail Transit Office**

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	March 23, 2016
<b>SUBJECT/REPORT NO:</b>	Light Rail Transit (LRT) Office and Administration Budget (PED16073) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Paul Johnson (905) 546-2424 Ext. 6396 Carla Ippolito (905) 546-2424 Ext. 2448
<b>SUBMITTED BY:</b>	Jason Thorne General Manager Planning and Economic Development Department
<b>SIGNATURE:</b>	

**RECOMMENDATION**

- (a) That the Light Rail Transit (LRT) Office and Administration Budget (Gross Operating Budget of \$2,090,370 and Net Levy Impact of \$0) be approved;
- (b) That the dedicated staffing and support positions listed in Appendix “A” to Report PED16073 for the Light Rail Transit (LRT) Office to be approved.
- (c) That the General Manager of Finance and Corporate Services, or his designate, be delegated the authority to approve the financial reporting requirements for Metrolinx regarding staffing costs and related expenditures.

**EXECUTIVE SUMMARY**

In May of 2015, the Government of Ontario announced an investment of \$1.2 B to build Light Rail Transit (LRT) in the City of Hamilton.

At its meeting of August 14, 2015, Council approved Report CM15014 “Fostering the Light Rail Transit (LRT) Project” which directed the City Manager to create a LRT Office as a means to coordinate work with Metrolinx and to report back on financial and staffing requirements.

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More recently, a Memorandum of Agreement (MOA) was finalized between the City of Hamilton and Metrolinx, which was approved by Council on February 10, 2016. The MOA, Section 7, Page 6 of 9, indicates that Hamilton will provide dedicated staff to facilitate reviews and approvals to expedite the delivery of the Project.

This recommendation report is provided to obtain Council approval on the LRT Staffing positions and associated 2016 LRT Office and Administration Budget.

Subsequent LRT Office and Administration Budgets will be presented to Council on an annual basis during the standard budget process. According to the MOA, positions may be changed from time to time, decreased or expanded as is required, with approval by both Metrolinx and the City. Council will be informed via an Information Update if this occurs in between budget cycles.

**Alternatives for Consideration – Not Applicable**

**FINANCIAL / STAFFING / LEGAL IMPLICATIONS**

Financial: The 2016 LRT Office and Administration Budget is \$2,090,370 which includes the Hamilton Dedicated Staff and Primary Support positions outlined in Appendix “A” to Report PED16073, as well as employee related expenses. Employee related expenses include such items as IP Telephony, cellular phones, PC hardware, software, meeting expenses etc.

The LRT Office and Administration Budget is fully funded by Metrolinx and has no net levy impact. The accounts for this project are included as part of the Public Works Departmental Budget.

As per the MOA, Metrolinx has agreed to fund the positions and employee related expenses (annually). Metrolinx has already advanced the City \$2,000,000 for both City staff time and conceptual design/Environmental Assessment work. In the future, it is anticipated that monthly claims will be submitted to Metrolinx for reimbursement.

**LRT OFFICE & ADMINISTRATION  
2016 OPERATING BUDGET**

	<u>Account Description</u>	<u>2016 Budget</u>
Revenues	Provincial Subsidy	\$2,090,370.00
	<b>Total Revenues</b>	<b>\$2,090,370.00</b>
Expenses	Salaries	\$1,624,850.00
	Benefits	\$405,520.00
	Employee Related Expenses	\$60,000.00
	<b>Total Expenses</b>	<b>\$2,090,370.00</b>
	<b>Net Levy Impact</b>	<b>\$0.00</b>

Staffing: A total of 12.75 FTEs as well as support staff are required for the LRT Office. These positions are specifically related to the delivery of the Hamilton LRT Project. Appendix "A" to Report PED16073 outlines roles and responsibilities for each position.

Legal: N/A

**HISTORICAL BACKGROUND**

In May of 2015, the Government of Ontario announced an investment of \$1.2 B to build Light Rail Transit (LRT) and a new GO Transit station in the City of Hamilton. The \$1 B allocated for LRT will be for the construction of a B-Line that will operate from McMaster University through the Downtown Core to the Queenston Traffic Circle. There will also be a connection north along the A-line, as well as a pedestrian corridor connecting the Hamilton Centre GO Station.

At its meeting of August 14, 2015 Council approved the following:

"That the City Manager create a light rail transit (LRT) office as a means to coordinate work with Metrolinx and engage the broader community in the building of an LRT in Hamilton; and,

"That the City Manager report back with financial, staffing and reporting details for the LRT office."

On February 10, 2016, Council approved the Memorandum of Agreement (MOA) between the City of Hamilton and Metrolinx. The MOA indicated that Hamilton will provide dedicated staff to facilitate review and approvals, and other matters to expedite the delivery of the Project. Metrolinx will work together with Hamilton to identify and approve costs incurred by Hamilton to plan and develop the Project including but not limited to the costs related to consultants, staff and consultations with community groups and stakeholders with the intent that Metrolinx will reimburse Hamilton for such costs.

## **POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

N/A

## **RELEVANT CONSULTATION**

City Department consultation included Public Works, Planning and Economic Development, Human Resources, Legal, and Corporate Services. Metrolinx was consulted to ensure that the details of this report align with their guidelines for reimbursement of project staffing costs.

## **ANALYSIS AND RATIONALE FOR RECOMMENDATION**

In order to obtain reimbursement from Metrolinx, quarterly reporting and detailed support documentation will be required for all staffing costs. Upon Council approval of this budget, the LRT Office will have its own section, with LRT specific accounts which will allow for detailed transaction reporting and ensure a transparent reporting process for both Council and Metrolinx.

## **ALTERNATIVES FOR CONSIDERATION**

N/A

## **ALIGNMENT TO THE 2012 – 2015 STRATEGIC PLAN**

### **Strategic Priority #1**

A Prosperous & Healthy Community

*WE enhance our image, economy and well-being by demonstrating that Hamilton is a great place to live, work, play and learn.*

**Strategic Objective**

- 1.1 Continue to grow the non-residential tax base.
- 1.2 Continue to prioritize capital infrastructure projects to support managed growth and optimize community benefit.
- 1.3 Promote economic opportunities with a focus on Hamilton's downtown core, all downtown areas and waterfronts.
- 1.4 Improve the City's transportation system to support multi-modal mobility and encourage inter-regional connections.
- 1.5 Support the development and implementation of neighbourhood and City wide strategies that will improve the health and well-being of residents.
- 1.6 Enhance Overall Sustainability (financial, economic, social and environmental).

**Strategic Priority #2**

Valued & Sustainable Services

*WE deliver high quality services that meet citizen needs and expectations, in a cost effective and responsible manner.*

**Strategic Objective**

- 2.1 Implement processes to improve services, leverage technology and validate cost effectiveness and efficiencies across the Corporation.
- 2.2 Improve the City's approach to engaging and informing citizens and stakeholders.
- 2.3 Enhance customer service satisfaction.

**Strategic Priority #3**

Leadership & Governance

*WE work together to ensure we are a government that is respectful towards each other and that the community has confidence and trust in.*

**Strategic Objective**

- 3.1 Engage in a range of inter-governmental relations (IGR) work that will advance partnerships and projects that benefit the City of Hamilton.
- 3.2 Build organizational capacity to ensure the City has a skilled workforce that is capable and enabled to deliver its business objectives.

**APPENDICES AND SCHEDULES ATTACHED**

Appendix "A": Hamilton Dedicated Staff & Primary Support Staff

CI/cw