



CITY OF HAMILTON
PUBLIC WORKS DEPARTMENT
Corporate Assets and Strategic Planning Division

TO:	Chair and Members West Harbour Development Sub-Committee
COMMITTEE DATE:	April 3, 2017
SUBJECT/REPORT NO:	Extension of Administrative Secretary Position (Temporary Full-Time) - Waterfront Development (PW17007) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Gavin Norman, P. Eng. Manager, Waterfront Development (905) 546-2424, Ext. 4812
SUBMITTED BY:	Robert Norman, BLA, OALA, CSLA Director, Strategic Planning Public Works
SIGNATURE:	

RECOMMENDATION

- (a) That an extension to the temporary full-time Administrative Secretary – Waterfront Development position to end on or before March 2020, be approved.
- (b) That the annual employee related costs of approximately \$70,000 associated with this position be funded from the approved West Harbour capital program.

EXECUTIVE SUMMARY

This report seeks approval to extend the temporary full-time Administrative Secretary – Waterfront Development position, reporting to the Manager of Waterfront Development in Strategic Planning. Currently, the position is set to expire in March 2017.

Given the West Harbour Strategic Initiatives program has an approved implementation strategy with a defined term, ongoing administrative support is required to assist staff to implement the approved plans. The extension of this position will also assist in accelerating implementation of the West Harbour Waterfront Recreation Master Plan as directed by Council on September 14, 2016 (GIC Report 16-020).

In that regard, staff met with CUPE Local 5167 representatives to request an extension of the Administrative Secretary position. Although ultimately subject to the approval of this report, negotiations with the union were successful and a Memorandum of Settlement was signed between the City and the union on December 1, 2016 (refer to Report PW17007 Appendix A) agreeing to the extension of the position to on or before March 2020.

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

**SUBJECT: Extension of Administrative Secretary Position (Temporary Full-Time)
- Waterfront Development (PW17007) (City Wide) - Page 2 of 4**

Notwithstanding the union's agreement, the City's Budgeted Complement Control Policy (Policy No: CBP-1) requires that changes to the approved complement type from Temporary, less than 24 month duration, to Temporary longer than 24 month duration, requires Council approval. The preceding paragraph provides the basis for approval of the extension.

Alternatives for Consideration – See Page 3

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: Staffing costs of the Waterfront Development Office are funded through the West Harbour capital program. The Administrative Secretary – Waterfront Development position has annual employee related costs of approximately \$70,000. If approved, extending the position to end on or before March 2020 will cost approximately \$210,000. This cost can be accommodated within the existing approved capital program funding envelope.

Staffing: If the extension of the Administrative Secretary position is approved then the Waterfront Development Office will continue benefitting from the administrative assistance it has had since March 2015 until approximately March 2020, when the majority of the West Harbour redevelopment will have been implemented.

Legal: N/A

HISTORICAL BACKGROUND

The municipal infrastructure arm of the Waterfront Development Office, Strategic Planning Division within Public Works was created in 2014 to advance the City's strategic goal of getting the Piers 6-8 lands development-ready by 2018 and implement the West Harbour Waterfront Recreation Master Plan. The administrative secretary position (within CUPE 5167) allocated to the Waterfront Development Office was filled internally in March 2015 with the term to end on or before September 2016. In accordance with the Budgeted Complement Control Policy the position was extended from 18 months to 24 months to match up with amended provisions within the CUPE 5167 collective bargaining agreement allowing for temporary placements to be 24 months. Currently, the position of Administrative Secretary – Waterfront Development (Temporary Full-time) is set to expire in March 2017.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

To extend the term of the administrative secretary position (temporary) – Waterfront Development beyond 24 months requires both agreement from CUPE Local 5167 and approval from Council.

Agreement from the union was secured on December 1, 2016 by way of a Memorandum of Settlement (refer to PW17007 Appendix A).

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

**SUBJECT: Extension of Administrative Secretary Position (Temporary Full-Time)
- Waterfront Development (PW17007) (City Wide) - Page 3 of 4**

Council approval is required in accordance with the Budgeted Complement Control Policy (Policy No: CBP-1); specifically the policy states under the Terms and Condition section:

4) Changing Complement Type

- (ii) From Temporary, less than 24 month duration, to Temporary longer than 24 month duration, requires Council approval.

RELEVANT CONSULTATION

Waterfront Development staff consulted with senior Human Resources staff to discuss the merits of extending the position relative to existing legislative requirements [i.e. City's Budgeted Complement Control Policy (Policy No: CBP-1) and the collective agreement between the City and the Canadian Union of Public Employees Local 5167]. Staff also met with Local 5167 staff to request and discuss the extension outlined in the Memorandum of Settlement.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

Given the West Harbour Strategic Initiatives program has an approved implementation strategy with a defined term, ongoing administrative support is required to assist staff to implement the approved plans. The extension of this position will also assist in accelerating implementation of the West Harbour Waterfront Recreation Master Plan as directed by Council on September 14, 2016 (GIC Report 16-020):

In that regard, staff met with CUPE Local 5167 representatives to request an extension of the position. Although ultimately subject to the approval of this report, negotiations with the union were successful and a Memorandum of Settlement was signed between the City and the union on December 1, 2016 (refer to Appendix A) agreeing to the extension of the position to on or before March 2020.

ALTERNATIVES FOR CONSIDERATION

There isn't a viable alternative to extending the position as being requested. Without administrative assistance, Waterfront Development staff would have to attend to every administrative detail of their projects and management of the office significantly affecting the effectiveness of the team in delivery the West Harbour Strategic Initiatives program. Merging administrative duties with other sections in the division is not feasible because of workloads. Not approving the extension of position Administrative Secretary, Waterfront Development is not recommended.

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Community Engagement & Participation

Hamilton has an open, transparent and accessible approach to City government that engages with and empowers all citizens to be involved in their community.

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

Economic Prosperity and Growth

Hamilton has a prosperous and diverse local economy where people have opportunities to grow and develop.

Built Environment and Infrastructure

Hamilton is supported by state of the art infrastructure, transportation options, buildings and public spaces that create a dynamic City.

APPENDICES AND SCHEDULES ATTACHED

Appendix A – Memorandum of Settlement