



**CITY OF HAMILTON**  
**Public Works Department**  
**Hamilton Water Division**

<b>TO:</b>	Chair and Members Public Works Committee
<b>COMMITTEE DATE:</b>	July 12, 2018
<b>SUBJECT/REPORT NO:</b>	Extension of Senior Project Manager, Master Plan (PW18060) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Bert Posedowski 905.546.2424 Extension 3199
<b>SUBMITTED BY:</b>	Mark Bainbridge Director, Water & Wastewater Planning Public Works
<b>SIGNATURE:</b>	

**RECOMMENDATION**

- a) That an extension to the temporary full-time Senior Project Manager, Master Plan position to end on or before June 2020, be approved.
- b) That Hamilton Water staff work with Finance to have the Senior Project Manager, Master Plan staff charges be applied as development charges where applicable.

**EXECUTIVE SUMMARY**

This report seeks approval to extend the temporary full-time Senior Project Manager (SPM), Master Plan, reporting to the Manager of Water/Wastewater System Planning. Currently, the position is set to expire in September 2018. Given the delays in receiving 2041 Growth Projections from the Province and obligations to complete a Development Charge (DC) Background Study by 2019, the Senior Project Manager, Master Plans position is required to be extended an additional 21 months, ending June 2020. Hamilton Water does not have the resources to complete these studies without this position in place. Hamilton Water believes this proposed staff term extension is the most appropriate way to respond to this project delay and sees efficiency in continuing to leverage the knowledge and understanding developed by the incumbent that has been working in this capacity for the last 21 months.

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.

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*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.*

***Alternatives for Consideration – See Page 3***

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: Staffing costs of the SPM, Master Plan is funded by the Rate operating budget through realized savings. If approved, extending this position an additional 21 months will result in a \$260,650 increase in operating expenditures (total compensation) over the period. There may be an opportunity to fund this position from development charges which will be explored further by Hamilton Water.

Staffing: If the extension of the SPM, Master Plan is approved it will increase the divisional complement under Hamilton Water by 1 FTE for an extended temporary duration while the Master Plan project is actively proceeding to meet requirements to satisfy the City's obligations to develop Master Plan servicing strategies and support Development Charge update process.

Legal: NA

**HISTORICAL BACKGROUND**

In October 2016, Council was advised, through report CM16013, that the Corporate Strategic Growth Initiatives (CSGI) Project was being initiated with the goal of identifying the required infrastructure investment strategy and cost sharing policies necessary to support the Development Charges Background Study and the Development Charges By-Law for July 2019.

Two studies included in the CSGI Project are the Water & Wastewater Master Plan and the Stormwater Master Plan, executed by the Hamilton Water (HW) Division of Public Works. To complete these studies HW created a temporary full-time position of Senior Project Manager, Master Plan (SPM, Master Plan) with a duration of 24 months. The SPM, Master Plan position was filled in September 2016 with the understanding that these master plan projects must be complete no later than September 2018.

In May 2017, the Province released the updated Growth Plan for the Greater Golden Horseshoe, Greenbelt Plan and Niagara Escarpment Plan. At that time the Province also indicated their expectation that all municipalities would follow a Provincial land budget methodology (LBM) for allocating 2041 employment and population forecasts. That LBM was released in December of 2017 which resulted in delays in the schedules for several CSGI studies including the Water and Wastewater Master Plan and the Storm Water Master Plan. The delay in receipt of the LBM also resulted in the need for the City to undertake CSGI studies twice – once using 2031 population and employment forecast data to satisfy the 2019 DC Update process and again with 2041 population and employment forecast data for another DC Study Update planned for completion in 2020.

Due to the delays as described above and given the need to press ahead with master planning studies to satisfy the 2019 DC Study Update, the SPM, Master Plan position will end prior to all the necessary work being completed. HW is therefore

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recommending that this temporary position be extended 21 months, ending on or before June 2020.

### **POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

The SPM, Master Plan position is a non-union position therefore no settlements with any of the City bargaining unions is required.

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**

HW staff consulted with senior Human Resources (HR) 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). HR indicated that outside CBP-1 there are no other impediments to extending this position.

### **ANALYSIS AND RATIONALE FOR RECOMMENDATION**

There is a legislative requirement to complete the 2019 DC Update Study which, in turn, requires that master planning studies be completed in 2018, based on 2031 planning data. Once the first round of master planning work is completed, the process must be repeated to satisfy the City's obligations to complete the CSGI Project with 2041 planning data.

HW has no excess capacity to complete these two rounds of master planning study without the support of the SPM, Master Plan. To retain the existing incumbent to this position for both rounds of master planning study will provide consistency in the master planning study outputs and DC Update study outputs.

HW has confirmed with HR that if the existing SPM, Master Plan position is permitted to end in September 2018 and a new Temporary Full Time SPM, Master Plan position were to be posted, HW would first require Council approval (as per policy CBP-1).

### **ALTERNATIVES FOR CONSIDERATION**

Council can elect not to approve an extension of this temporary staffing term that supports the current Water, Wastewater and Stormwater Master Planning project work. Without this Senior Project Manager position, Hamilton Water does not have adequate resources necessary to execute this strategic long-range planning required under the *Environmental Assessment Act* nor will the master plan data be available in support of the DC Update studies as required under the *Development Charges Act*.

For the above reasons, not approving the extension for the position of SPM, Master Plan is not recommended.

**ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN**

**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**

NA