



**CITY OF HAMILTON**  
**PUBLIC WORKS DEPARTMENT**  
**Hamilton Water Division**

<b>TO:</b>	Chair and Members Public Works Committee
<b>COMMITTEE DATE:</b>	February 21, 2020
<b>SUBJECT/REPORT NO:</b>	Extension of Senior Project Manager - Master Plan (PW18060(a)) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Bert Posedowski (905) 546-2424 Ext. 3199
<b>SUBMITTED BY:</b>  <b>SIGNATURE:</b>	Mark Bainbridge Director, Water and Wastewater Planning and Capital Public Works Department

**RECOMMENDATION**

That a 19-month extension to the temporary full-time Senior Project Manager - Master Plan position be approved.

**EXECUTIVE SUMMARY**

In 2019, the Province proposed a number of planning changes that have been incorporated into the Corporate Strategic Growth Initiatives (CSGI) project schedule. Under this revised schedule the Water, Wastewater and Stormwater Master Planning studies and subsequent Development Charges Background Study (for the 2041 forecast period) is scheduled to be complete by July 2021.

Due to the most recent delays in the execution of the CSGI Projects there is a need to extend the temporary Senior Project Manager (SPM) Master Plan position for up to 19 additional months. Hamilton Water (HW) does not have the resources to complete these studies without this position in place and extension to this position is the most appropriate way to respond to this project delay.

**Alternatives for Consideration – See Page 3**

## **FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

**Financial:** Staffing costs of the SPM - Master Plan is funded through development charges. Extending this position an additional 19 months will increase the development charges account by \$237,780 (total compensation with benefits). Depending on project completion timelines, the rate budget may be required to provide funding.

**Staffing:** If this extension is approved, the existing temporary SPM - Master Plan position will be extended an additional 19 months.

**Legal:** N/A

## **HISTORICAL BACKGROUND**

In October 2016, Council was advised through report CM16013 that the 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 and Wastewater Master Plan and the Stormwater Master Plan, executed by the HW Division of Public Works. To complete these studies HW created a temporary full-time position of 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.

On July 12, 2018 Council approved an extension to the SPM - Master Plan position to address delays the City experienced in obtaining Provincial land budget allocation information necessary for allocating 2041 employment and population forecasts. The approved position end date was extended to June 2020.

Since the July 12, 2018 Council date, the Province has proposed a number of planning changes including changes to the Provincial Policy Statement, Growth Plan, and/or changes to the Provincial Land Needs Assessment Methodology. In October 2019 the City had sufficient information to proceed with the CSGI Projects based on 2041 growth forecasts. Based on the current CSGI project schedule the Water and Wastewater and Stormwater Master Planning studies will be completed by December 2020. At the conclusion of the Master Planning studies the Development Charges Background Study (for the 2041 forecast period) will commence and will be complete in July 2021.

## **POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

There is a legislative requirement to complete the Development Charges Update Study based on 2041 growth forecasts, which in turn requires that master planning studies also be completed.

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**

The following groups have been consulted and are supportive of this recommendation:

- Finance, Corporate Services
- Human Resources, City Manager's Office

## **ANALYSIS AND RATIONALE FOR RECOMMENDATION**

The current SPM - Master Plan position is scheduled to end in June 2020. Due to the most recent delays in the execution of the CSGI Projects there is a need to extend the SPM - Master Plan position for an additional 19 months with a position end date not to exceed December 2021. This end date is six months beyond the scheduled end date for the Development Charges Background Study. This additional six months may be required to address future slippage in schedule and will afford some time to properly consolidate and archive CSGI project files.

## **ALTERNATIVES FOR CONSIDERATION**

Without a SPM - Master Plan, HW does not have the resources necessary to execute on these master plan studies without some negative impact on other mandated projects or programs.

Because the subject matter of these studies relates directly to water, wastewater and stormwater infrastructure, there would be risks and inefficiencies to have these studies completed by any division outside of HW.

Not approving the extension of position 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**

N/A