

CITY OF HAMILTON TEMPORARY COMPLEMENT EXTENSION SCHEDULE

Extensions to temporary positions with terms of 24 months or greater per the Budgeted Complement Control Policy

ITEM #	Department	Division	Position Title	FTE	Extension Length
1	Public Works	Waste Management	SPM Long Term Waste Planning	1.0	7/01/2026 18 months
<p>Original Need: This position is part of our temporary Waste Management Division. The SPM manages / oversees our major waste projects such as the Blue Box Transition, the Solid Waste Management Master Plan, Asset Management Plan update, the EAM MVP implementation, as well as our Organics Management Strategy. Most of these items are hitting their plateau in 2025.</p> <p>Rationale for Extension: As noted above, a number of these projects are hitting their peak in 2025 and not having this SPM would be detrimental to the long term success of the division. Also, adding new long term projects in late 2025 and early 2026 related to implementing the Master Plan once approved, preparing for the next waste collection contract and working on the feasibility of bringing a couple of contracts in house (i.e.. HHW depot operations and the scale house attendants).</p>					
2	Public Works	Hamilton Water	Lab Technician - CoOp Student	1.0	12/31/2025 7 months
<p>Original Need: Since 2018, the City of Hamilton Environmental Laboratory's sample load has increased by 30% including a consistent increase in samples with a complex matrix requiring labour intensive analysis and additional investigation. This increase in samples has been resourced with a temporary (over complement) student and the use of overtime.</p> <p>Rationale for Extension: Hamilton Water submitted a business case for a new Lab Technician I as part of the 2025 Rate Budget. This student extension is needed during the transition phase of hiring a new full-time permanent Technician and onboarding the new employee.</p>					
3	Planning and Economic Development Department	Economic Development	Senior Planner - Economic Development	1.0	18 months
<p>Original Need: To support the development and implementation of new or amended Community Improvement Project Areas, Community Improvement Plans and associated financial incentive and assistance programs and strategies. Co-ordinates and participates in research studies and best practices respecting Economic Development initiatives.</p> <p>Rationale for Extension: The study, development and implementation of the new/amended Community Improvement Plans and associated financial incentive programs has been delayed due to coordination with Planning on their new Green Building standards. In addition, new projects have been assigned to the CDSB section requiring additional Senior Planner support. Position funding is from capital.</p>					
4	Planning and Economic Development	Planning	Application Support Coordinator	1.0	5/23/2026 12 months
<p>Original Need: the position was to support the launch and administration, troubleshooting, training and user experience of the Planning On-Line Portal. The position is funded from Capital 8121957901-Digital Planning Applications</p> <p>Rationale for Extension: The position is expected to support all applications that serve to improve our business in Planning. For example, SharePoint site development, staff training and user experience for all of Planning, Virtual Agent chatbot development, D365, POS, and the pending introduction of the new Development Application Tracker that will require several staff to support the implementation of the new enterprise system across Planning. In addition, this position is working closely with the Building Dept support staff to ensure synergies are created/maintained amongst Divisions for tracking applications, sharing data, etc.</p>					
5	Planning and Economic Development	Economic Development	Senior Business Development Officer	1.0	March 2026 12 months
<p>Original Need: To support Provincial, Federal and strategic programming including My Main Street, Digital Main Street and Common House Café.</p> <p>Rationale for Extension: Ministry provided an extension to the original TPA, the position is required to support KPI's and delivery of key programming. Position is fully funded and has no levy impact. Loss of the position would have contractual and KPI delivery impacts. Business case to stabilize the position will go to Council in the 2026 budget with the request to extend indefinitely with the provision of funding source.</p>					

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6	Planning and Economic Development	Economic Development	Business Development Officer - My Main Street	1.0	March 31/26 12 months
<p>Original Need: This incumbent was originally hired to support the My Main Street program. The original program received an extension and the position remained fully funded.</p> <p>Rationale for Extension: The position continues to support MEDJCT Core program activities and is tied to the extended TPA that will expire on March 31st, 2026. There is no levy impact on this position and loss of the consultant/ position would result in the inability to achieve KPI's within the current TPA.</p>					
7	Corporate Services	Information Technology	Service Desk technician (co-op)	1.0	24 months
<p>Original Need: Position supports the Service Desk, the Service Desk supports the City users' IT needs. The desk has a hotline that intakes IT service requests.</p> <p>Rationale for Extension: Co-ops create a hiring and evaluation stream from learning institutions into the City. This is an invaluable HR recruitment tool. We would like to continue the Co-op program for an additional 24 months.</p>					
8	Corporate Services	Financial Planning Administration and Policy	Financial Assistant II	1.0	24 months
<p>Original Need: Additional FAIL to assist with the heavy volume of Housing Services purchase orders, invoicing & attendance.</p> <p>Rationale for Extension: Position #14460 is essential to assisting the Housing Services division in keeping up with the continued large volume of purchase orders, invoicing and attendance requirements which was further exacerbated due to the Cyber Incident. The Cyber incident has created additional work load due to manual processes. If not approved the task would fall behind & could impact reporting required to maintain funding. In addition we are experiencing an unusual amount of turn over in the FAIL role and require to maintain a level of resources to maintain service levels. This position is funded by 100% Provincial HPP funding. Therefore no levy impact.</p>					
9	Corporate Services	Financial Planning Administration and Policy	Financial Coordinator	1.0	24 mths
<p>Original Need: To develop improved processes and implement continuous improvement to find efficiencies in reporting, managing and providing appropriate financial controls to the many funding envelopes Housing Services division must manage. The intent was to develop improvements to facilitate more accurate and timely reporting and control over transactions in managing the many funding envelopes in order to meet the last minute requests from Management, Council and Media.</p> <p>Rationale for Extension: The original intent continues to be required but due to the Cyber incident it could not be completed. The need to retain PN 14253 is vital to the ongoing tracking & maintaining of manual reporting due to the cyber disruption to provide detailed reporting required for funding reporting. Further turnover continues to put pressure on our need to retain all resources available to deliver the necessary outcomes to keep vendor's paid and program funding flowing through Ministry reports. Once processes return to normal (ie Cyber attack solution implemented) the original intent of the position will be put into action. This position is funded by 100% Provincial HPP Program funding. Therefore no levy impact.</p>					
10	Healthy and Safe Communities	Housing Services Division	Performance Reporting and Evaluation Specialist	1.0	24 months
<p>Original Need: This role is a project lead position who functions in a strategic data capacity. This role identifies key info needed from analyst positions and communicates, and trouble shoots issues with providers. It sets data standards for HIFIS and provide direction to the analyst roles who function in a technical capacity. The position would continue to be 100% Federally funded (Reaching Home).</p> <p>Rationale for Extension: Future staff report/business case to seek permanent position status will go to Council at a later date.</p>					

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11	Healthy and Safe Communities	Housing Services Division	Social Policy Analyst	1.0	24 months
	Original Need: This role supports research, engagement, program design, coordinating services, and policy development for Housing Services Division. Due to the increasing demand for housing services, the policy team needs to maintain current complement of policy staff. The position would continue to be 100% Federally funded (Reaching Home).				
	Rationale for Extension: Future staff report/business case to seek permanent position status will go to Council at a later date.				
12	Healthy & Safe Communities	Housing Secretariat	Admin Asst.	1.0	24 months
	Original Need: The Administrative Assistant supports the Housing Secretariat division in the divisions focus on actions designed to impact Hamilton's affordable housing system across the four pillars of the HSIR.				
	Rationale for Extension: Continued need of the position. Future staff report/business case to seek permanent position status will go to Council at a later date.				
13	Public Works	Engineering Services	Sr Project Manager of Continuous Improvement	1.0	24 months
	Original Need: To support the Continuous Improvement of the Engineering Services Division within Public Works.				
	Rationale for Extension: This position was intended to be budgeted as it is an on-going position in Public Works to have Senior Project Manager for Continuous Improvement in each Division. The staff are temporary for 18-24 months. The position is recovered from Capital in Engineering Services. It will be made permanent budgeted in a future Operating budget cycle.				
14	Corporate Services	Revenue Services	Senior Project Manager	1.0	12 months
	Original Need: Project manager to oversee the Utility Billing Transition Project whereby the City will insource utility billing responsibilities from Alectra.				
	Rationale for Extension: Alectra's original position was to discontinue providing utility billing services to the City by December 31, 2024. However, due to a protracted procurement process the billing transition will not be fully complete until Q2 2026.				