

CITY OF HAMILTON NOTICE OF MOTION

Audit, Finance and Administration Committee: June 12, 2025

MOVED BY COUNCILLOR M. SPADAFORA.....

Adjustment to Hybrid Work Model – Increased In-Office Presence

WHEREAS, the City of Hamilton remains committed to delivering high-quality, responsive services to residents, businesses, and stakeholders;

WHEREAS, the current hybrid work model permits approximately 20% of employees to work remotely;

WHEREAS, a greater in-person presence is expected to support improved collaboration, communication, mentorship, service delivery, and organizational culture.

THEREFORE, BE IT RESOLVED:

- (a) That all City staff currently working under the hybrid model be directed to increase their in-office presence to an alternating arrangement consisting of a minimum of three (3) days per week for week 1 and a minimum of two (2) days per week for week 2;
- (b) That staff be directed to implement this change without incurring any additional real estate costs;
- (c) That the City Manager be directed to optimize the utilization and capacity of existing City-owned office space, including but not limited to reconfigured workspace layouts, scheduling strategies, and repurposing underutilized areas to accommodate the increased in-office presence;
- (d) That staff be directed to utilize existing budgets and internal resources to implement the transition and required space optimizations;
- (e) That the City Manager report back as necessary on implementation progress, space optimization outcomes, and any operational or logistical challenges encountered;
- (f) That staff be directed to make the aforementioned changes to the Hybrid Work Model, as appropriate.
- (g) That such changes be implemented effective January 1, 2026, in order to provide adequate time for any employee adjustments or arrangements, as appropriate;

- (h) That staff prepare a comprehensive communication plan to help staff and leaders to adequately prepare for the changes to the Hybrid Work Model; and
- (i) That staff make associated amendments to the Hybrid Work Policy and Procedures accordingly.