

# Municipality of Lakeshore – Report to Council

## Operations

### Corporate Leader - Operations



**To:** Mayor and Members of Council

**From:** Krystal Kalbol, P. Eng., Corporate Leader – Operations

**Date:** March 17, 2025

**Subject:** Program Charter - Advocacy Plan and Strategic Approach to Implement Lakeshore's 2024 Water Wastewater Master Plan (5-Year Plan)

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### Recommendation

Adopt the Program Charter entitled Advocacy Plan and Strategic Approach to Implement Lakeshore's 2024 Water Wastewater Master Plan (WWMP) (5-Year Plan);

Approve the identified resources as described in the Program Charter in the following amounts from the specified funding source:

- Project Risk Manager (Senior Leader) in the amount of \$1,054,000.00 over 5 years to be funded by the identified capital project(s) under the Plan;
- Team Leader, Project Management Office (PMO) in the amount of \$712,000.00 over 5 years to be funded by the identified capital project(s) under the Implementation Plan (the Plan);
- Engineering Technologist, PMO in the amount of \$560,000.00 over 5 years to be funded by the identified capital project(s) under the Plan;
- Program Coordinator in the amount of \$532,000.00 over 5 years to be funded by water and wastewater rates;
- Financial Analyst in the amount of \$538,000.00 over 5 years to be funded by the water and wastewater rates; and

Approve the amount of \$100,000.00, including applicable HST, to develop a Sanitary Allocation Policy to be funded by the water and wastewater rates, as presented at the March 25, 2025 Council meeting.

### Strategic Objectives

The following is the strategic objective related to this report:

1b) Building and Stewarding Municipal Infrastructure - Complete infrastructure delivery plans for the Water/Wastewater Master Plan and Stormwater Master Plan, including development of a stormwater levy

## Background

Based on the value of infrastructure works and the critical timelines identified in the WWMP Implementation Plan, it was determined that a Program Charter would be required to provide oversight and resources to ensure success in delivering the Plan.

## Comments

The details of the Program Charter can be found attached to the report.

## Financial Impacts

The following provides a summary of the financial impacts of the Program Charter to meet the immediate needs of the Program:

<b>Program Item</b>	<b>Cost</b>
Project Risk Manager (Senior Leader) (over 5 years)	\$1,054,000.00
Team Leader, PMO (over 5 years)	\$712,000.00
Engineering Technologist, PMO (over 5 years)	\$560,000.00
<b>Total funded by Capital Projects under the Plan</b>	<b>\$2,326,000.00</b>
Program Coordinator (over 5 years)	\$532,000.00
Financial Analyst, PMO (over 5 years)	\$538,000.00
Sanitary Allocation Policy (one time cost)	\$100,000.00
<b>Total funded by Water and Wastewater Rates (and will be included in the updated study)</b>	<b>\$1,170,000.00</b>
<b>Total</b>	<b>\$3,496,000.00</b>

Staffing costs will average \$670,000.00 annually over the proposed 5 years. It is recommended that identified staffing be put in place to deliver the projects in the amount of \$211 million over the 5-year duration as identified in the WWMP.

It should be noted that the \$2,326,000 to be funded by capital projects under the Plan represents approximately 1.1% of the total 5-year plan (\$211 million) and 2.5% of the total capital project approved under Canadian Housing Infrastructure Fund (CHIF) (Conveyance Group 1 and 2 in the amount of \$93 million).

## Attachments

Attachment 1: Program Charter, Advocacy Plan and Strategic Approach to Implement Lakeshore's 2024 Water Wastewater Master Plan (5-Year Plan)

## Report Approval Details

Document Title:	Program Charter - Advocacy Plan and Strategic Approach to Implement Lakeshore's 2024 Waster Wastewater Master Plan.docx
Attachments:	-Attachment 1: Program Charter, Advocacy Plan and Strategic Approach to Implement Lakeshore's 2024 Water Wastewater Master Plan (5-Year Plan)
Final Approval Date:	Mar 24, 2025

This report and all of its attachments were approved and signed as outlined below:

Prepared by Krystal Kalbol

Approved by Justin Rousseau and Tyson Cragg