



Project Charter – 2.1 Water and Wastewater Master Plan Update

Function: Engineering

Project Team

Project Manager: Director of Engineering

Project Coordinator: Manager of Environmental Services

Summary

An update to the 2015 Water and Wastewater Master Plan to build on the existing long range plan to reflect existing condition and future land use. This project will include an update to our water and sanitary sewer models.

Deliverables and Objectives

- The Plan ensures that water and wastewater systems meet current and future demands and are able to provide safe and reliable services to the community.
- Ability for the Municipality to take strategic actions to appropriately finance necessary improvements.
- Identify projects to be incorporated into asset management planning and future development charge study.
- Update the water and sanitary sewer models.

Benefits

The benefits to the Water and Wastewater Master Plan update include:

- Identifying deficiencies in the current system to assist with capital planning.
- Identifying long term system wide upgrades that are required to allow for development in urban Meaford.

- Updating the municipal water and sanitary sewer models accurately identify system upgrades required to allow future developments to proceed.
- Identifying timing of system upgrades and replacements.
- Communicate plan with the public, agencies and indigenous communities and receive input.
- Complete Schedule A and B requirements of the Municipal Class Environmental (EA) process for projects that are constructed in the next 10 years.

Scope Description

- Update the municipal Water and Wastewater Master Plan to ensure infrastructure planning reflects currently planned and future municipal needs over the next 25 years.
- Complete Phases 1 and 2 of the Municipal Class EA process.
- Update the water and sanitary sewer models.

Out of Scope

- Phases 3 and 4 of the Class EA process.
- Implementation of the identified projects in the Master Plan.

Process/Schedule

The following tasks will be completed for this project:

- Collection of Background information;
- Develop RFP and award the project to the successful proponent;
- Development of Opportunity Statement;
- Notice of Commencement – sent to the public, agencies and indigenous communities;
- Identify and evaluate alternative solutions for existing, intermediate and full buildout scenarios;
- Consult with the public, agencies and indigenous communities alternative and preferred solutions;
- Finalize the Master Plan;
- Update the water and sanitary sewer models;

- Notice of Completion; and
- Update internal planning to reflect information in the Master Plan.

The project is anticipated to take a year and a half to complete from commencement.

Risks			
Risk Description	Probability	Impact <i>significance</i>	Action to Avoid Risk
Part II Order – Could delay the completion of the project.	Low	Moderate	Ensure necessary consultation occurs throughout the assessment process and complete an unbiased review of all alternatives to ensure the best solutions are identified to ensure reduced impact to the social, natural and economic environment.
Differing Public Input - Could cause the project timeline to be extended to ensure proper review of input is completed.	Medium	Low	Public communication is an important part of the master planning process. Sufficient time for public input will be incorporated into the project timeline.
Staff Resources – with other significant water, wastewater and stormwater projects planned	Moderate	Moderate	Review timing of other projects and review if additional resources are required prior to starting the project.

Risk Description	Probability	Impact <i>significance</i>	Action to Avoid Risk
in the upcoming years staff availability is limited.			
Information Availability – Accurate population information for long term development	Low	Moderate	Continue working with the planning team to identify future development expectations in urban Meaford

Budget / Resources

It is estimated that the budget for this project will be \$260,000. The budget will be funded from the water and wastewater user pay budgets split 50/50. \$200,000 will be required for the Master Plan update and will be funded from the water and wastewater user pay budgets split 50/50. The water and sanitary sewer modelling budget is estimated at \$60,000 and will be funded through development charges.

This project will be consultant led. The consultant will be responsible to follow the Municipal Class EA process for an Approach 2 Master Plan and to update the water and wastewater model.

Internally the following departments will be involved in managing the project and providing technical information:

- Engineering Service
- Environmental Services
- Planning Services
- Communications Team

An important part of the Class EA process is consultation with the public, agencies and indigenous communities. As part of the Master Plan

communication will be provided to these groups at points in the project with request for comment or feedback to be incorporated into the Master Plan. Public Meetings will be held throughout the master planning process to facilitate the communication.

Following completion of the Master Plan staff will need to update the asset management plan, the Environmental Services capital plan and amend the development charges study.

The estimated staff hours for this project are 600 hours.

Charter Adoption

Date: _____

CAO: _____

Project Manager: _____

Appendix 1 – Project Governance (RASCI) Responsibility Assignment Matrix

Individual	Responsible	Accountable	Supportive	Consulted	Informed	Expertise / Reasoning
Director of Engineering	X					<i>Responsible for Master Plans and long term capital planning</i>
Manager of Environmental Services		X				<i>Expert on municipal water and wastewater infrastructure</i>
Process & Compliance Supervisor – QMS Rep		X				<i>Expert on municipal water and wastewater infrastructure</i>

Individual	Responsible	Accountable	Supportive	Consulted	Informed	Expertise / Reasoning
Environmental Services Foreperson			X			<i>Expert on municipal water and wastewater infrastructure</i>
Manager of Planning		X				<i>Provide information on planned development and future expected growth</i>
GIS			X			<i>Provide network data and assistance to planning team</i>

Individual	Responsible	Accountable	Supportive	Consulted	Informed	Expertise / Reasoning
Communications team			X			
Director Team				X		<i>Informed about the project along the way and provide input if necessary</i>
Consultant	X					<i>Expert in water and wastewater</i>
Public, Agencies, Indigenous Communities				X		<i>At key points in the project consultation will occur to receive feedback</i>

Individual	Responsible	Accountable	Supportive	Consulted	Informed	Expertise / Reasoning
Council				X		<i>Adopt the final document</i>

Responsible – The project owner. There can be multiple people responsible for a task.

Accountable – This person has final control over a project task and the resources associated with it. They will generally assign and delegate project work responsibilities. Only one person accountable to one task.

Supportive – Supportive people are able to provide resources to the Responsible project team members. They are actively involved in working with the Responsible person to see the project through to completion. Supportive persons and Responsible persons both have the same goals to achieve.

Consulted – Those who are Consulted are there to help the Responsible person finish tasks with success. These people can be consultants in their respective field that bring valuable subject matter expertise to the project.

Informed – These are people who need to be kept in the loop during the project life-cycle. Due to their status as a project stakeholder or the fact they will be impacted by the project, they will need to be informed about progress, at all stages, up-to and including project completion.