



## NEW POSITION REQUEST TO COUNCIL

DATE OF REQUEST:	May 16/25
POSITION / JOB TITLE:	Project Manager, Environmental Services
DEPARTMENT:	Engineering & Public Works
ANNUALIZED COST (includes benefits):	
EQUIPMENT COSTS:	
ESTIMATED START DATE:	ASAP
TYPE OF EMPLOYMENT:	FTE

### POSITION JUSTIFICATION:

#### **Justification for New Project Manager – Environmental Services**

The Environmental Services (ES) group manages the municipality's water and wastewater systems and waste transfer sites and waste management contracts, including wastewater treatment plants, pumping stations, water reservoirs, elevated tanks and linear infrastructure.

The 10-year capital program is currently valued at ~\$126M, in addition to annual operating costs. The scale and complexity of projects undertaken in ES continues to increase. The Manager of Environmental Services is currently tasked with overseeing capital project delivery while also managing operations, regulatory compliance, planning, development application reviews, asset management, responding to customer inquiries and supporting other important tasks such as preparing Council Reports.

With only a single Environmental Services Coordinator to support, the team is understaffed. The net result is limited technical and administrative oversight of projects, insufficient time being allocated to other key tasks such as asset management, capacity monitoring, key programs/studies with additional project related workload being taken on by the Director.

Without dedicated project management there is little consistency in the delivery of projects in terms of standards, templates, change management practices, schedule management, QA/QC, stakeholder engagement, public communications etc. as delivery depends entirely on the engineering consultant retained.

A dedicated Project Manager would provide critical support and consistency in the delivery of Environmental Assessments, engineering studies, design and construction of major infrastructure projects and smaller projects. A Project Manager would lead project coordination, manage schedules and budgets, ensure regulatory compliance, improve communications and complete QA/QC.

Enhanced project oversight would have several benefits to the municipality, including:

- **Reduced Costs:** Reduced costs due to COs, improved scope control, reduced project delays
- **Reduced Schedule Delays:** Enhanced oversight and coordination can avoid significant and costly project delays
- **Improved Quality and Design:** Enhanced oversight reduces risk of design and construction issues and ensures infrastructure meets the Municipality and staff needs
- **Reduced Operational Disruptions:** Well-coordinated projects reduces impact on existing infrastructure operations and reduces risk of service interruptions to the public.
- **Funding Opportunities:** Providing staff with time to seek and apply for available funding from different levels of government can result in significant program cost reductions.
- **Staff Burnout and Turnover:** Minimizing overload reduces risk of staff burnout which can negatively impacts performance, morale and staff retention.

**Anticipated Responsibilities:**

- Manage all aspects of large capital project delivery including: scope definition, procurement, consultant/contractor management, stakeholder engagement, communications, scope/cost/schedule monitoring, change management, budgeting etc.
- Project reporting and communication
- Support various small project delivery (ie. CCTV program, condition assessments etc.)

**IMPACT OF NOT APPROVING POSITION :**

- **Increased Construction Costs:** Increased costs due to COs, insufficient scope control, project delays
- **Schedule Delays:** Poor oversight and coordination can result in significant and costly project delays
- **Quality and Design:** Poor oversight increases risks of design and construction issues and of infrastructure not fully meeting Municipal requirements
- **Operational Disruptions:** Poor coordination increases risks of impact on existing infrastructure operations and risk of service interruptions to the public.
- **Missed Funding Opportunities:** Insufficient time limits staff ability to plan, seek and apply for available funding from different levels of government.
- **Staff Burnout and Turnover:** Staff burnout which can negatively impacts performance, morale and staff retention.