

STAFF REPORT

Adopted June 21, 2006

Legal & Personnel

Report #CAO2006-17

To: His Worship the Mayor and Members of Council

From: Jeff Carswell, Chief Administrative Officer

Re: Tavistock Flood – Dedicated Resource

Date: June 15, 2006

Discussion:

Since the May 31st flood in Tavistock, staff have been overwhelmed with work related to this severe storm incident. While RJ Burnside is meeting with individual property owners, Township staff often get called in for additional information, perform locates, inspect installations, document information and update records. While Dennis and Jim are most heavily affected by this, all staff are involved to some degree. In the short term this can be handled by delaying other work, changing priorities or minor overtime accumulation. My concern is the investigation, review and eventual work to improve drainage in Tavistock does not appear to be a short term project. For this reason, I believe Council needs to consider assigning appropriate resources to this project.

I have considered the matter carefully and I believe that a “Project Manager” is required. There needs to be a single person that is heading up the work related to the Tavistock Flood. This person would be responsible for ensuring work is coordinated, timelines are met, Council is informed and decisions related to work on improvements are completed. This person would also be tasked with ensuring the project does not lose priority or take a back seat when other projects come along. The coordination alone is significant. This project currently involves three engineering firms, Township Public Works, Township Drainage, Township Building and County Wastewater. Looking forward, the conservation authority, MOE and Perth East may also come into the picture.

In looking at Township staff, I am confident Dennis or Jim have the skills to manage all aspects of this project; however, they do not have the time to properly manage it in addition to their regular responsibilities.

In looking back at the past storm events and activities, there was an initial flurry of activity and engineering investigations similar to what is happening now; however, as time passes the project loses priority.

I have discussed this matter with RJ Burnside and they have advised they do have experience in Project Management and could work with the Township.

They have taken projects at both ends of the project management spectrum (ie. Manage all aspects of the project to limited involvement/help as required).

I believe there would be significant benefits to engaging RJ Burnside to manage this project for the Township. They have a high degree of knowledge of the community from the current and past involvement. They have a wide range of resources that could be called upon as needed to provide the service and expertise the Township and residents require. They are very familiar with drainage issues. If the Township engages them to complete a Master Drainage Plan, there could be some efficiencies as managing the project would be quite closely linked to development of the Master Drainage Plan.

The biggest concern with a proposal such as this is cost. There is very little control or idea of what the cost will be. An engineering firm will track and bill their costs and charge-out rates for all work associated with this project. Budgeting for this cost will be difficult. For 2006 there have not been funds budgeted for this level of Project Management, although there was \$10,000 budgeted for Tavistock Storm Drainage Engineering (our share of the Burnside work). This amount was being funded by reserves, with the intent that the actual cost be determined at the end of the year and the necessary reserve amount be transferred. The additional project management work could be considered part of this budget item.

Recommendation:

1. Council instruct the CAO to engage R.J. Burnside to provide project management and other services related to the Tavistock Drainage issues with responsibilities to include, project coordination, information tracking and provision to the Township, site locates, inspections, investigation of issues, and other services as required.

Report prepared
and submitted by:



Jeff Carswell, AMCT
Chief Administrative Officer

Resolution Passed

Moved by Betty YEOMAN

Seconded by Dave OLIPHANT

*Resolved that Council instruct the CAO to engage R.J. Burnside to provide project management and other services related to the Tavistock Drainage issues with responsibilities to include, project coordination, information tracking and provision to the Township, site locates, inspections, investigation of issues, and other services as required. **CARRIED.***