

BUSINESS CASE - FISCAL 2024



DEPARTMENT

CORPORATE ADMINISTRATION

1. PRIORITY SETTING

Priority Types: (*safety, legislative, council strategy, repair assets, new assets*) PRIORITY:

New Assets

PROJECT TYPE:

Capital Project

New Project

2. GENERAL PROJECT INFORMATION

Project Title: Computer and IT replacement

Project Lead: Director of Corporate Services

Estimated Start Date (mm/yy): 01/24

Estimated Completion Date (mm/yy): 12/24

Resource Request Type

Asset to Purchase

All depts/stakeholders affected:

All departments of the District will be affected by this project.

Objective of project and link to our strategic objectives:

The objective of the project is to upgrade the Network infrastructure, and remaining computers that are all reaching or have reached the end of their useful life and is due for replacing.

Project Description:

This project is designed for collaboration with the District's IT service provider to upgrade many components of the District IT infrastructure to ensure business continuity. Standardizing Monitors throughout the office to ensure future equipment is compatible as well as ensure ergonomic alignment. Additionally replacing failing Uninterpretable power systems (UPS) to ensure power

3. STRATEGIC DIRECTION

How does the project relate to a Core Municipal Document (bylaw, policy, council directive, adopted master plans, asset management or other strategic plans)?

This project relates to the District's asset management plan in the context of addressing infrastructure gaps to ensure the smooth operations of the District.

4. PROJECT FINANCIALS & PROJECT MANAGEMENT STRUCTURE

Total Estimated Project Cost: \$ 62,000.00

What is the cost per year: N/A

Estimated Useful Life of Asset (in years): 5 years

Estimated Annual Maintenance and Repair Cost:

Estimated Annual Operating Costs:

CFO Review :

Signature & Date: _____

Potential Funding Sources:

Reserves

Taxation

The funding will be combination of reserve and taxation. About \$38,420 will come from reserves and \$23,580 will come from taxation.

Budget Implication(s):

A total of 19 devices are scheduled for replacement according to the District's IT Service provider valued at approximately \$53,000.

Staffing Requirement(s):

staff time of the CAO and every department head and employee affected by the machine change over. This is in addition to the time required by the Service Provider.

5. KEY PERFORMANCE INDICATORS

What is the value of this project?

The value of the project is significant and fundamental to the operations of the District. Without reliable and adequate IT infrastructure, the District will not be able to delivery many critical services and functions it currently delivers.

What does success look like and what are the key project deliverables?

Completing the asset replacement. Wiping the machines replaced, and ensuring the transition from legacy systems to new systems occurs smoothly.

6. Alternative Solutions?

No reasonable alternative solutions to present at this time.

7. Key Risks (financial & non-financial):

8. Consequences of not moving forward or delaying project:

Not moving forward will jeopardize the District's ability to operate.

9. Other Considerations:

CAO

Approval:

COUNCIL DECISION

STATUS:

Resolution and any additional notes from Council's deliberations.

FINANCE DEPARTMENT CHECKLIST

Council Resolution

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Added to the budget document?

☐

draft

BUSINESS CASE - FISCAL 2024

DEPARTMENT

CORPORATE ADMINISTRATION



1. PRIORITY SETTING

Priority Types: (*safety, legislative, council strategy, repair assets, new assets*) PRIORITY:

New Assets

PROJECT TYPE:

Capital Project

New Project

2. GENERAL PROJECT INFORMATION

Project Title: Filing Cabinet Replacement

Project Lead: Director of Corporate Services

Estimated Start Date (mm/yy): 04/24

Estimated Completion Date (mm/yy): 08/24

Resource Request Type

Asset to Purchase

All depts/stakeholders affected:

Corporate Services and Administration

Objective of project and link to our strategic objectives:

This project aligns with the strategic area of focus "Strong, Stable, and Healthy organization" and its goal to: "The DOC Council will make continuous improvements by digitizing and modernizing our internal processes and making necessary investments in our community assets and services" and its strategic action of "continuously modernized records management and IT infrastructure"

Project Description:

Purchase and install 4 Lorell Receding Lateral File with Roll Out Shelves - 5-Drawers and divider kits to replace the current 7 shelf cabinet filing storage that does not pull out as drawers.

3. STRATEGIC DIRECTION

How does the project relate to a Core Municipal Document (bylaw, policy, council directive, adopted master plans, asset management or other strategic plans)?

Strategic plan and Records Management Policy as well as Occupational Health and Safety Policies.

4. PROJECT FINANCIALS & PROJECT MANAGEMENT STRUCTURE

Total Estimated Project Cost: \$ 10,200.00

What is the cost per year:

Estimated Useful Life of Asset (in years):

15

Estimated Annual Maintenance and Repair Cost:

0

Estimated Annual Operating Costs:

0

CFO Review :

Signature & Date: _____

Potential Funding Sources:

Taxation

This project will be considered through taxation funding

Budget Implication(s):

Staffing Requirement(s):

Incidental time

5. KEY PERFORMANCE INDICATORS

What is the value of this project?

The value of this project lies in improving operational efficiency and document integrity. The current filing system is ergonomically challenging, making it difficult to access documents on the bottom shelf and leading to regular file damage due to its inadequate height. A new 5-drawer filing cabinet system would streamline document retrieval, enhance workplace safety, and preserve the quality of important files, thereby contributing to more effective and efficient administrative processes.

What does success look like and what are the key project deliverables?

Success would be characterized by seamless document retrieval, enhanced workplace ergonomics, and zero instances of file damage.

Key Project Deliverables:

Procurement and installation of a 5-drawer filing cabinet system.

Transition of all existing files from the old system to the new one.

Training staff on best practices for file storage and retrieval in the new system.

6. Alternative Solutions?

Status Quo: Continue using the current filing system, accepting its limitations and inefficiencies.

Selective Shelving: Utilize only the middle three shelves of the current system for easier access, while acknowledging the reduced storage capacity as well as document degradation.

Third-Party Document Storage: Outsource excess document storage to a third-party facility, incurring additional costs and potential delays in document retrieval.

7. Key Risks (financial & non-financial):

Privacy Concerns: The current system's design makes it challenging to securely lock all compartments simultaneously, posing a risk to the confidentiality of stored documents.

Ergonomic Hazards: Difficulty in accessing lower shelves may lead to physical strain or injury over time.

Document Integrity: The insufficient sizing and design of the current system contribute to regular file damage, risking the loss or degradation of important documents.

8. Consequences of not moving forward or delaying project:

Continued Privacy Risks: The existing challenges in securely locking documents will persist, compromising the confidentiality of sensitive information.

Operational Inefficiency: Staff will continue to waste time navigating the cumbersome system, affecting overall productivity.

Potential for Injury: The ergonomic issues with the current system will continue to pose a risk for physical strain or injury.

Document Deterioration: The risk of damaging important files will remain, potentially leading to loss of critical information.

9. Other Considerations:

CAO

Approval:

draft

COUNCIL DECISION

STATUS:

Resolution and any additional notes from Council's deliberations.

FINANCE DEPARTMENT CHECKLIST

Council Resolution	<input type="checkbox"/>
Added to the budget document?	<input type="checkbox"/>

draft

BUSINESS CASE - FISCAL 2024

DEPARTMENT

FIRE DEPARTMENT



1. PRIORITY SETTING

Priority Types: (*safety, legislative, council strategy, repair assets, new assets*) PRIORITY:

Safety

PROJECT TYPE:

Capital Project

New Project

2. GENERAL PROJECT INFORMATION

Project Title: Firefighter Turn Out Gear Replacement

Project Lead: Mike Smith

Estimated Start Date (mm/yy): 05/24

Estimated Completion Date (mm/yy): 09/24

Resource Request Type

Asset to Purchase

All depts/stakeholders affected:

Fire Department
Finance

Objective of project and link to our strategic objectives:

The objective of this project is to acquire new turnout gear to keep the department in compliance with WorkSafeBC legislation.

Project Description:

Purchase of up to 4 sets of Firefighter Turn Out Gear, which may include Jacket & Pant set, Boots, Helmet, Gloves, Wildland Coveralls or Jacket/Pant set, or First Responder clothing.

3. STRATEGIC DIRECTION

How does the project relate to a Core Municipal Document (bylaw, policy, council directive, adopted master plans, asset management or other strategic plans)?

WorkSafe BC 31.14 Protective coats, pants and hoods states:
Firefighters required to approach the seat of a fire or enter a structure or other hazardous area during an incident must wear protective coats, pants and hoods meeting the requirements of

(a) NFPA 1971, Protective Clothing for Structural Fire Fighting, 1991 Edition
NFPA 1971 states Firefighter Turnout Gear needs to be replaced on a 10-year cycle

4. PROJECT FINANCIALS & PROJECT MANAGEMENT STRUCTURE

Total Estimated Project Cost: \$ 20,000.00

What is the cost per year:

\$20,000/year

Estimated Useful Life of Asset (in years):

10 years for active duty

Estimated Annual Maintenance and Repair Cost: Considered in operating budget

Estimated Annual Operating Costs:

N/A

CFO Review :

Signature & Date: _____

draft

Potential Funding Sources:

Reserves

The contribution to the reserve fund is through taxation. This contribution should consider future fire expenditures.

Budget Implication(s):

Up to \$20,000/yr depending on requirements of turnout gear

Staffing Requirement(s):

Staff time is very minimal, as the supplier comes to us for measurement and completes all paperwork.

Research has been completed in previous years on other brands with similar materials and features and the department has found the current brand and specification of gear to have to be the best value and fit.

5. KEY PERFORMANCE INDICATORS

What is the value of this project?

The value of this project will be to continue to replace turnout gear which has become outdated and or to outfit a firefighter with proper sized gear.

Staff has recommended that a small amount of gear, up to 4 sets be replaced each year, rather than a mass purchase of up to 20 sets every 10 years. The rotational expiry and purchase each year lends to being able to provide gear for firefighters that become members each year. Gear that has reached its life expectancy (which is 10 years for those required to approach the seat of a fire), but is still in usable shape, is used for the new recruits for their probation period, which has them not participating in any type of live fire scenarios or attending fire callouts.

What does success look like and what are the key project deliverables?

Success will be receiving the turnout gear for the identified firefighters, which is custom measured and made to fit.

6. Alternative Solutions?

Source and test other brands of gear - has been done previously, current specification and brand is most favorable in fit, function and value.

7. Key Risks (financial & non-financial):

No project risk .

8. Consequences of not moving forward or delaying project:

Non-compliance with replacing the gear for firefighting could result in liability issues if an incident occurs. Having proper fitting gear for the firefighters is paramount as the wrong size will decrease the usability and mobility for the user.

9. Other Considerations:

NFPA 1851, Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting, requires that structural turnout gear shall be retired when the garment is beyond repair and no longer able to pass an NFPA 1851 Advanced Inspection, or ten years from date of manufacture, whichever comes first.

CAO

Approval:

COUNCIL DECISION

STATUS:

Resolution and any additional notes from Council's deliberations.

FINANCE DEPARTMENT CHECKLIST

Council Resolution	<input type="checkbox"/>
Added to the budget document?	<input type="checkbox"/>

draft

BUSINESS CASE - FISCAL 2024



DEPARTMENT

FIRE DEPARTMENT

1. PRIORITY SETTING

Priority Types: (*safety, legislative, council strategy, repair assets, new assets*) PRIORITY:

New Assets

PROJECT TYPE:

Capital Project

New Project

2. GENERAL PROJECT INFORMATION

Project Title: Replace Tender 3 and Bushtruck Chassis

Project Lead: Mike Smith

Estimated Start Date (mm/yy): 03/23

Estimated Completion Date (mm/yy): 12/24

Resource Request Type

Asset to Purchase

All depts/stakeholders affected:

Fire Department, Finance

Objective of project and link to our strategic objectives:

Financial Management; To provide ongoing adequate resources to enable the provision of services to taxpayers; to maintain low District debt levels on an ongoing basis; to Replace 2 truck chassis which are 1994 and 1995 model years to new or up to 5 years old model chassis for Tender 3 and up to 10 years old for the Bushtruck.

Project Description:

Replacement of Tender 3 Chassis. The truck is 1995 being 28 years of age in 2023. This project would reuse the water tank and cabinets from the existing truck. Current chassis would be disposed or re purposed within the organization. Replacement of Bushtruck 1 chassis. This would reuse the tank and cabinets from current truck and keep the current chassis and install a flat deck. This would be the medical and could tow the SPU trailer.

3. STRATEGIC DIRECTION

How does the project relate to a Core Municipal Document (bylaw, policy, council directive, adopted master plans, asset management or other strategic plans)?

Policy 1605 Fleet and Equipment Replacement Policy defines the Bushtruck under Service Group 3 - Specialty Response Vehicle to be replaced at 25 years of age (2023 - 29 years old), however Section 7 does allow for a timeline extension, this evaluation has been performed for the last 3 years, with a good overall condition ranking. The truck is overdue for replacement, replacing the chassis, as the cabinets and tank are in very good condition still would be the best option, and would allow for the existing chassis to be utilized as a flatdeck truck to tow the departments SPU trailer.

4. PROJECT FINANCIALS & PROJECT MANAGEMENT STRUCTURE

Total Estimated Project Cost: \$ 275,000.00

What is the cost per year: 2023 - 125,000 2024- 150,000

Estimated Useful Life of Asset (in years): 25 and 30 years

Estimated Annual Maintenance and Repair Cost: \$1000/truck

Estimated Annual Operating Costs: Operating costs in the next 5 yrs would be reduced while the insurance costs increase.

CFO Review :

Signature & Date: _____

Potential Funding Sources:

Reserves

2022 Reserve balance is \$414,211;

Budget Implication(s):

2023 Capital \$150,000 and 2024 Capital \$125,000

Staffing Requirement(s):

Staff time to prepare RFP.

Source 2 trucks, flat deck and cabinets

Prepare the trucks to be swapped over

Some of the work would be done in house, while some would be performed by a local shop or contractor

5. KEY PERFORMANCE INDICATORS

What is the value of this project?

The value this project would bring to the fire department fleet would be to have newer, cleaner emissions vehicles with better power.

Replacing Tender 3 chassis with a diesel powered truck will allow for more time efficient deliveries of water to fire scenes where no hydrant water system is available. Another benefit would allow the fire department to apply for Accredited Tanker Shuttle Service with the Fire Underwriters, which is essentially providing a specified amount water to areas without hydrant coverage and if successful would change the fire protection grading in those areas. The current water tender will not allow the fire department to apply due to its age of over 25 years.

Secondly, replacing the chassis on the Bushtruck will provide similar benefits to the other chassis replacement, in a newer cleaner emissions vehicle with better power for the weight the truck hauls. Another benefit to performing this change, is to keep the existing Bushtruck chassis and install and flat deck on the back with cabinets and turn this into the medical response truck.

What does success look like and what are the key project deliverables?

Success would look like the following: New or up to 5 year old used chassis, keeping the water tank and cabinets from current chassis to install on new chassis for Tender 3; New or up to 10 year old chassis for Bushtruck, keeping the tank and cabinets from current chassis to install on new chassis for Bushtruck; Current Bushtruck chassis has a flatdeck with cabinets installed and the medical equipment remains to become Medic 1; Current Tender 3 chassis to be disposed of or repurposed within the organization

6. Alternative Solutions?

Project intends to first look for 2-3 or 10 year old trucks if available, however the budget amount considers purchasing new.

Alternatives to this would be:

To keep the current units as they are and do Tender 3 when it reaches 30 years of age (2025)

The trucks are in good condition for their age, however they are reaching their useful life.

7. Key Risks (financial & non-financial):

The current fleet of fire apparatus is aging, in previous years maintenance has been minor, however this may change in the coming years.

Risks could be breakdowns, not having the truck in service, the trucks also help transport firefighters to the scene, even if that truck is not required for that call.

8. Consequences of not moving forward or delaying project:

Vehicle costs will continue to rise in terms of maintenance and purchase cost.

9. Other Considerations:

Staff has had discussions with the Fire Underwriters Survey (FUS), this is the company which sets requirements for fire departments and provides grading scores to the insurance industry. Staff had interpreted their (FUS) requirements, to replace the Frontline Fire Engine after 15 years according to their chart, this however fortunately has been clarified that it is 20 years. This allows for a further 5 years to build reserve for purchasing a new engine in 2028, with a high level estimate of \$700,000.

The current Tender 3 is a very underpowered gasoline engine truck. As well the current space where it is housed is very small and leaves few options for new trucks.

The current Bushtruck 1 is also quite underpowered and crowded for its current use, acquiring a new Bushtruck would allow it to become the medical response only.

CAO

Approval:

COUNCIL DECISION

STATUS:

Resolution and any additional notes from Council's deliberations.

FINANCE DEPARTMENT CHECKLIST

Council Resolution	<input type="checkbox"/>
Added to the budget document?	<input type="checkbox"/>

draft

BUSINESS CASE - FISCAL 2024



DEPARTMENT

FIRE DEPARTMENT

1. PRIORITY SETTING

Priority Types: (*safety, legislative, council strategy, repair assets, new assets*) PRIORITY:

New Assets

PROJECT TYPE:

Capital Project

New Project

2. GENERAL PROJECT INFORMATION

Project Title: Community Emergency Preparedness Fund grant - Fire Dept Equipment

Project Lead: Mike Smith

Estimated Start Date (mm/yy): 01/24

Estimated Completion Date (mm/yy): 09/24

Resource Request Type

Asset to Purchase

All depts/stakeholders affected:

Finance
Fire Department

Objective of project and link to our strategic objectives:

The DOC Council will provide local government services to our citizens today without compromising our ability to meet the needs of tomorrow. We believe that by providing proper services, we will contribute to a healthy community and economic growth that is sustainable.

Project Description:

The Grant will be applied for in October 2023 with decision early 2024.
Equipment to be included in the grant application:

6 – MSA Self Contained Breathing Apparatus (SCBA) cylinders

1 -Intake valve for Engine 5 drivers side of apparatus was not originally equipped with one.

Fire Blanket – used for vehicle fires, designed to cover the vehicle and removes the oxygen from the fire.

2 -20' shipping containers

1- 40' shipping container

To add on to the existing container for additional live fire training capacity.

3. STRATEGIC DIRECTION

How does the project relate to a Core Municipal Document (bylaw, policy, council directive, adopted master plans, asset management or other strategic plans)?

Strategic Plan under financial management

4. PROJECT FINANCIALS & PROJECT MANAGEMENT STRUCTURE

Total Estimated Project Cost: \$ 25,661.00

What is the cost per year:

Estimated Useful Life of Asset (in years):

15 years

Estimated Annual Maintenance and Repair Cost:

500

Estimated Annual Operating Costs:

CFO Review :

Signature & Date: _____

draft

Potential Funding Sources:

Grants

Council Resolution XXXXXX authorizing applying for the UBCM grant

Budget Implication(s):

Grant funded

Staffing Requirement(s):

Staff time to source equipment

5. KEY PERFORMANCE INDICATORS

What is the value of this project?

Value of this project will provide the fire department some additional, replacement and new equipment for training and service delivery. This project will also allow the purchase of these items with 100% funding to allow for Fire Department Equipment Reserve to grow for purchase of replacement Fire Engine in 2028.

What does success look like and what are the key project deliverables?

Success will be the items listed above added to the service delivery response and the training props in place and used by the firefighters.

6. Alternative Solutions?

NA

7. Key Risks (financial & non-financial):

8. Consequences of not moving forward or delaying project:

Not doing this project will be missing out on the grant funding.

9. Other Considerations:

CAO

Approval:

COUNCIL DECISION

STATUS:

Resolution and any additional notes from Council's deliberations.

FINANCE DEPARTMENT CHECKLIST

Council Resolution	<input type="checkbox"/>
Added to the budget document?	<input type="checkbox"/>

draft

BUSINESS CASE - FISCAL 2024



DEPARTMENT

FIRE DEPARTMENT

1. PRIORITY SETTING

Priority Types: (*safety, legislative, council strategy, repair assets, new assets*) PRIORITY:

Repair Assets

PROJECT TYPE:

Capital Project

New Project

2. GENERAL PROJECT INFORMATION

Project Title: Fire Station Kitchen Renovation

Project Lead: Mike Smith

Estimated Start Date (mm/yy): 03/24

Estimated Completion Date (mm/yy): 05/24

Resource Request Type

Asset to Construct

All depts/stakeholders affected:

Fire Department
Finance

Objective of project and link to our strategic objectives:

The objective of this project is to renovate kitchen with new cabinets and counters and paint walls and ceiling to allow for a more functional space for the fire department day to day use and for when any emergencies arise.

Project Description:

Renovate Kitchen and upstairs. The current cabinets and counters were re-purposed from when the District renovated Centennial Hall prior to moving to the DLCC. The project intends to replace the cabinets to build a more functional kitchen space, as well as add fresh paint to walls and ceiling.

3. STRATEGIC DIRECTION

How does the project relate to a Core Municipal Document (bylaw, policy, council directive, adopted master plans, asset management or other strategic plans)?

4. PROJECT FINANCIALS & PROJECT MANAGEMENT STRUCTURE

Total Estimated Project Cost: \$ 10,000.00

What is the cost per year:

Estimated Useful Life of Asset (in years):

25

Estimated Annual Maintenance and Repair Cost: Currently in budget

Estimated Annual Operating Costs:

N/A

CFO Review :

Signature & Date: _____

Potential Funding Sources:

Reserves

The contribution to the reserve fund is through taxation. This contribution should consider future fire expenditures.

Budget Implication(s):

10,000

Staffing Requirement(s):

Staff time to design and order the items.

The firefighters would perform the renovation. Removal and replacement of cabinets and paint.

5. KEY PERFORMANCE INDICATORS

What is the value of this project?

Value would be to add a more usable space for the fire department to use during training, social functions and emergency responses.

What does success look like and what are the key project deliverables?

Success would be having a more functional kitchen space with proper storage.

6. Alternative Solutions?

7. Key Risks (financial & non-financial):

8. Consequences of not moving forward or delaying project:

None

9. Other Considerations:

CAO

Approval:

COUNCIL DECISION

STATUS:

Resolution and any additional notes from Council's deliberations.

FINANCE DEPARTMENT CHECKLIST

Council Resolution

☐

Added to the budget document?

☐

draft

BUSINESS CASE - FISCAL 2024

DEPARTMENT

OPERATIONS & INFRASTRUCTURE



1. PRIORITY SETTING

Priority Types: (*safety, legislative, council strategy, repair assets, new assets*) PRIORITY:

New Assets

PROJECT TYPE:

Capital Project

New Project

2. GENERAL PROJECT INFORMATION

Project Title: Salt and Sand Spreader with plow

Project Lead: Chad Carmichael, Director of Operations

Estimated Start Date (mm/yy): 01/24

Estimated Completion Date (mm/yy): 12/25

Resource Request Type

Services to Acquire

All depts/stakeholders affected:

Residents, Public Works

Objective of project and link to our strategic objectives:

Maintain safe Trails and parking lots

Project Description:

Currently, the District has a poorly designed salt spreader that attaches to the Tool Cat. More often than not the public works department spreads salt and sand with a shovel rather than using the tool cat spreader as it is a poor design and only works well if you are going at a relatively high rate of speed. when you slow down for corners it dumps most of the salt in a pile. It would be a great time saver to purchase a quality spreader that will mount on the 1-Ton Pickup and can hold 2- cubic yards of material.

If we were to add a salt/sand spreader to the 10ton pickup it would be complimented well with a snow plow for the front of the truck. With the addition of this equipment public works would be able to take on snow clearing at the NTSP, which currently is contracted out.

3. STRATEGIC DIRECTION

How does the project relate to a Core Municipal Document (bylaw, policy, council directive, adopted master plans, asset management or other strategic plans)?

Strategic Goal: The DOC Council will make continuous improvements by digitizing and modernizing our internal processes and making necessary investments in our community assets and services.

4. PROJECT FINANCIALS & PROJECT MANAGEMENT STRUCTURE

Total Estimated Project Cost: \$ 25,000.00

What is the cost per year: one time purchase

Estimated Useful Life of Asset (in years): 25

Estimated Annual Maintenance and Repair Cost: n/a

Estimated Annual Operating Costs: 0

CFO Review :

Signature & Date: _____

Potential Funding Sources:

Taxation

The fleet reserve has a nil balance, therefore, taxation is a potential funding source. The cost of this additional piece of equipment will be offset by the reduction of contracting out additional snow removal.

Budget Implication(s):

Last year, we contracted out the trails alone for \$30,000 per season, with this additional equipment we will be able to take on additional work at the sports plex which is an additional \$10,000 in savings.

Staffing Requirement(s):

Public works can install on the existing 1-Ton pickup

5. KEY PERFORMANCE INDICATORS

What is the value of this project?

Avoids wasting material, saves time, and reduces manual labor.

What does success look like and what are the key project deliverables?

a fully functioning salt spreader and plow.

6. Alternative Solutions?

status quo

7. Key Risks (financial & non-financial):

8. Consequences of not moving forward or delaying project:

more material waste, more manual labor, more time to complete tasks.

9. Other Considerations:

CAO

Approval:

COUNCIL DECISION

STATUS:

Resolution and any additional notes from Council's deliberations.

FINANCE DEPARTMENT CHECKLIST

Council Resolution	<input type="checkbox"/>
Added to the budget document?	<input type="checkbox"/>

draft

BUSINESS CASE - FISCAL 2024

DEPARTMENT

OPERATIONS & INFRASTRUCTURE



1. PRIORITY SETTING

Priority Types: (*safety, legislative, council strategy, repair assets, new assets*) PRIORITY:

New Assets

PROJECT TYPE:

Capital Project

2. GENERAL PROJECT INFORMATION

Project Title: Roadway Resurfacing

Project Lead: Chad Carmichael, Director of Operations

Estimated Start Date (mm/yy): 01/24

Estimated Completion Date (mm/yy): 09/24

Resource Request Type

Asset to Construct

All depts/stakeholders affected:

Roads / Community

Objective of project and link to our strategic objectives:

Resurface the portion of Candle Creek road that was rubblized in 2023

Project Description:

In 2023 the District Rubblized two sections of Candle Creek Road totaling 730-meters with 140-meters of asphalt in fair condition that connect the two sections. The total paving project will include 870-meters asphalt on the 7.0-meter-wide roadway. The 730-meter section that was rubblized will need to be shaped using a grader by the chosen paving contractor after the winter; the 140-meters of asphalt that was left in place will need a leveling course and/or a tack coat prior to being overlayed.

3. STRATEGIC DIRECTION

How does the project relate to a Core Municipal Document (bylaw, policy, council directive, adopted master plans, asset management or other strategic plans)?

This project is aligned with the District's current strategic plan for asset management with the goal of extending the useful life of the District's assets.

4. PROJECT FINANCIALS & PROJECT MANAGEMENT STRUCTURE

Total Estimated Project Cost: \$ 300,000.00

What is the cost per year:

Estimated Useful Life of Asset (in years):

25 years

Estimated Annual Maintenance and Repair Cost:

0

Estimated Annual Operating Costs:

0

CFO Review :

Signature & Date: _____

Potential Funding Sources:

Reserves

If we only spend \$200,000 in 2023, our Roads Reserve will be about \$685,000

Budget Implication(s):

Carry over from 2023 and increased to allow for an improved economy of scale.

Staffing Requirement(s):

Director of Operations to coordinate tendering, supervise project

5. KEY PERFORMANCE INDICATORS

What is the value of this project?

Extend the useful life of assets, improve the readability of the roadways.

What does success look like and what are the key project deliverables?

Extend the useful life of assets, improve the rideability of the roadways.

6. Alternative Solutions?

1. prioritize roads that require full base reconstruction, but by putting off the resurfacing projects they may become full base repair projects and be more costly.
2. Leave Candle Creek Road in its gravel form like Dunn Lake Road.
3. Maintain status quo

7. Key Risks (financial & non-financial):

supply chain issues/ scheduling timelines

8. Consequences of not moving forward or delaying project:

Without having a resurfacing program all roads will become full base replacements and have a higher cost associated with them.

9. Other Considerations:

CAO

Approval:

COUNCIL DECISION

STATUS:

Resolution and any additional notes from Council's deliberations.

FINANCE DEPARTMENT CHECKLIST

Council Resolution	<input type="checkbox"/>
Added to the budget document?	<input type="checkbox"/>

draft

BUSINESS CASE - FISCAL 2024

DEPARTMENT

OPERATIONS & INFRASTRUCTURE



1. PRIORITY SETTING

Priority Types: (*safety, legislative, council strategy, repair assets, new assets*) PRIORITY:

Safety

PROJECT TYPE:

Special Project

Carry Forward

2. GENERAL PROJECT INFORMATION

Project Title: Brookfield Bridge Railing fabrication and installation

Project Lead: Chad Carmichael, Director of Operations

Estimated Start Date (mm/yy): 05/24

Estimated Completion Date (mm/yy): 12/24

Resource Request Type

Asset to Construct

All depts/stakeholders affected:

Public Works Roads / Community

Objective of project and link to our strategic objectives:

To improve safety for pedestrians on the bridge

Project Description:

In the fall of 2021 structural repairs were completed to the underside of the bridge and some minor surface drainage corrections to the bridge deck. To complete the project additional work is required to improve pedestrian safety by installing a suitable guardrail as the current guardrail is designed for vehicle traffic only making it too low for pedestrian and cycling traffic.

3. STRATEGIC DIRECTION

How does the project relate to a Core Municipal Document (bylaw, policy, council directive, adopted master plans, asset management or other strategic plans)?

Removal of existing and installation of a proper pedestrian guardrail is necessary to protect public walking or cycling on the bridge deck. The existing railing was designed for vehicle traffic and not pedestrian traffic and does not meet today's code. As a result, the railing is too low and could result in someone falling over while walking or biking on the bridge deck. This represents an unmitigated risk to the District.

4. PROJECT FINANCIALS & PROJECT MANAGEMENT STRUCTURE

Total Estimated Project Cost: \$ 200,000.00

What is the cost per year: no annual cost

Estimated Useful Life of Asset (in years): 25 years

Estimated Annual Maintenance and Repair Cost: 0

Estimated Annual Operating Costs: 0

CFO Review :

Signature & Date: _____

draft

Potential Funding Sources:

Reserves

Gas tax reserve

Budget Implication(s):

\$180,000 carry over from 2022; additional \$20,000 due to cost escalation.

Staffing Requirement(s):

Director of Operations to coordinate tendering, supervise project

5. KEY PERFORMANCE INDICATORS

What is the value of this project?

Pedestrian safety

What does success look like and what are the key project deliverables?

Pedestrian safety

6. Alternative Solutions?

1. Maintain status quo

7. Key Risks (financial & non-financial):

supply chain issues/ scheduling timelines

8. Consequences of not moving forward or delaying project:

potential for public injury or death resulting in law suit for district

9. Other Considerations:

CAO

Approval:

COUNCIL DECISION

STATUS:

Resolution and any additional notes from Council's deliberations.

FINANCE DEPARTMENT CHECKLIST

Council Resolution	<input type="checkbox"/>
Added to the budget document?	<input type="checkbox"/>

draft

BUSINESS CASE - FISCAL 2023

DEPARTMENT

OPERATIONS & INFRASTRUCTURE



1. PRIORITY SETTING

Priority Types: (*safety, legislative, council strategy, repair assets, new assets*) PRIORITY:

Maintenance

PROJECT TYPE:

Special Project

2. GENERAL PROJECT INFORMATION

Project Title: Roadway – Clearwater River Bridge Rip-Rap Replacement

Project Lead: Chad Carmichael, Director of Operations

Estimated Start Date (mm/yy): 01/24

Estimated Completion Date (mm/yy): 09/24

Resource Request Type

Asset to Construct

All depts/stakeholders affected:

Roads / Community

Objective of project and link to our strategic objectives:

Reinforce the Clearwater River Bridge to protect it from erosion or destruction during highwater.

Project Description:

In 2023 True Engineering was successful in acquiring a grant on behalf of the District of Clearwater to complete a flood study on the North Thompson River and the Clearwater River with the District Boundaries. The Clearwater River portion of the study has been completed and True Engineering once again completed a grant application through the same stream for the construction phase of the grant application. If successful, the proposed scope of work includes preparation of an engineered design for the riprap protection at both abutments, obtaining necessary regulatory permitting, consulting with First Nations (with archeology services, as required), and development and implementation of an environmental management plan.

3. STRATEGIC DIRECTION

How does the project relate to a Core Municipal Document (bylaw, policy, council directive, adopted master plans, asset management or other strategic plans)?

This project is aligned with the District's current strategic plan for asset management with the goal of extending the useful life of the District's assets.

4. PROJECT FINANCIALS & PROJECT MANAGEMENT STRUCTURE

Total Estimated Project Cost: \$ 3,555,000.00

What is the cost per year:

no annual cost

Estimated Useful Life of Asset (in years):

25 years

Estimated Annual Maintenance and Repair Cost:

0

Estimated Annual Operating Costs:

0

CFO Review :

Signature & Date: _____

draft

Potential Funding Sources:

Grant

Budget Implication(s):

Staffing Requirement(s):

Director of Operations to coordinate tendering, supervise project

5. KEY PERFORMANCE INDICATORS

What is the value of this project?

Reduce the risk of bridge failure as a result of high river flow.

What does success look like and what are the key project deliverables?

6. Alternative Solutions?

7. Key Risks (financial & non-financial):

8. Consequences of not moving forward or delaying project:

9. Other Considerations:

CAO

Approval:

COUNCIL DECISION

STATUS:

Resolution and any additional notes from Council's deliberations.

FINANCE DEPARTMENT CHECKLIST

Council Resolution	<input type="checkbox"/>
Added to the budget document?	<input type="checkbox"/>

draft



DEPARTMENT

PARKS & FACILITIES

1. PRIORITY SETTINGPriority Types: (*safety, legislative, council strategy, repair assets, new assets*) PRIORITY:

New Assets

PROJECT TYPE:

Capital Project

Carry Forward

**2. GENERAL PROJECT INFORMATION**

Project Title: Roof top air conditioning units and Air Handlers - carry over from 2023

Project Lead: Parks and Facilities Manager

Estimated Start Date (mm/yy): 04/24

Estimated Completion Date (mm/yy): 05/24

Resource Request Type

Asset to Purchase

All depts/stakeholders affected:

Parks and Facilities, Finance

Objective of project and link to our strategic objectives:

Replacement of 4 Roof Top Air Conditioning Units, piping and cooling Coils, 3 Air Handlers and addition of cooling for gymnasium. Comfortable temperature for working helps to create a healthy organization.

Project Description:

Replacement of roof top air conditioning units. This project was unable to be completed in 2023 due to timing it between heating and cooling seasons. These 4 units were installed in 1994 and have a life expectancy of 20 years.(2014)
These are freon units which are no longer sold. Replacement of these units requires replacing all piping, coils and valves. Order to the Community Center during summer months. During summer of 2022 one unit was down for 10 days and temperatures in that area of the building were 28-29 degrees.

3. STRATEGIC DIRECTION**How does the project relate to a Core Municipal Document (bylaw, policy, council directive, adopted master plans, asset management or other strategic plans)?**

Strategic plan, infrastructure and asset management

4. PROJECT FINANCIALS & PROJECT MANAGEMENT STRUCTURE

Total Estimated Project Cost: \$ 360,000.00

What is the cost per year:

unknown energy costs per year

Estimated Useful Life of Asset (in years):

20 years

Estimated Annual Maintenance and Repair Cost:

\$1,000

Estimated Annual Operating Costs:

unknown energy costs per year

CFO Review :

Signature & Date: _____

Potential Funding Sources: Covid 19 Reserve Funding

The funding for this project comes from the Covid 19 reserve

Budget Implication(s):

Currently there is no capital funding for the Dutch Lake Community Center

Staffing Requirement(s):

Staff time to coordinate engineering, tender project and manage the construction

5. KEY PERFORMANCE INDICATORS

What is the value of this project?

Maintaining temperatures in the building and a healthy work environment for staff.

What does success look like and what are the key project deliverables?

All units successfully replaced within budget.

6. Alternative Solutions?

One of the A/C units failed in 2023.

7. Key Risks (financial & non-financial):

8. Consequences of not moving forward or delaying project:

Risk very high temperatures in the building of any units break down.

9. Other Considerations:

CAO

Approval:

COUNCIL DECISION

STATUS:

Resolution and any additional notes from Council's deliberations.

FINANCE DEPARTMENT CHECKLIST

Council Resolution	<input type="checkbox"/>
Added to the budget document?	<input type="checkbox"/>

draft

BUSINESS CASE - FISCAL 2024

DEPARTMENT

OPERATIONS & INFRASTRUCTURE



1. PRIORITY SETTING

Priority Types: (*safety, legislative, council strategy, repair assets, new assets*) PRIORITY:

Safety

PROJECT TYPE:

Capital Project

New Project

2. GENERAL PROJECT INFORMATION

Project Title: Backup Power DLCC & Well 1/3

Project Lead: Chad Carmichael, Director of Operations

Estimated Start Date (mm/yy): 03/23

Estimated Completion Date (mm/yy): 07/24

Resource Request Type

Asset to Construct

All depts/stakeholders affected:

Water System/ Dutch Lake Community Center

Objective of project and link to our strategic objectives:

Supply backup power for emergency power outages - currently without power the District has limited water storage for consumption and fire suppression and the DLCC is an emergency operations center that currently would not have power.

Project Description:

Procure contractor to supply and install two generators, one for the DLCC and one at well house 1/3

3. STRATEGIC DIRECTION

How does the project relate to a Core Municipal Document (bylaw, policy, council directive, adopted master plans, asset management or other strategic plans)?

Safety

4. PROJECT FINANCIALS & PROJECT MANAGEMENT STRUCTURE

Total Estimated Project Cost: \$ 489,844.60

What is the cost per year:

Well #3 – \$200,527.02 + DLCC - \$289,317.59

Estimated Useful Life of Asset (in years):

25 years

Estimated Annual Maintenance and Repair Cost:

0

Estimated Annual Operating Costs:

0

CFO Review :

Signature & Date: _____

Potential Funding Sources:

Grants

Was successful in receiving a grant for \$148,050 and the remaining \$341,794.00 will be funded from surplus.

Budget Implication(s):

Without additional third-party funding support, the cost of the project will have to be attributed from elsewhere, i.e. unrestricted surplus.

Staffing Requirement(s):

Director of Operations to coordinate tendering and manage project.

5. KEY PERFORMANCE INDICATORS

What is the value of this project?

Public safety, supply temporary power to the water system and the DLCC during a power outage

What does success look like and what are the key project deliverables?

The District will have the ability to supply water during power outages and the DLCC can function as an emergency hub during a power outage emergency.

6. Alternative Solutions?

1. Build sufficiently large reservoir storage to supply water for 3-5 days during major power outage.
2. Run DLCC with minimal power supply from portable generator.
3. Do nothing and run the risk of not having water and turning people away from the DLCC during emergencies.
4. Finding an alternate location for the Emergency Operations Centre.

7. Key Risks (financial & non-financial):

supply chain issues/ scheduling timelines

8. Consequences of not moving forward or delaying project:

Having a power outage and not being able to supply water to the District and not being able to use the DLCC as an emergency hub

9. Other Considerations:

CAO

Approval:

COUNCIL DECISION

STATUS:

Resolution and any additional notes from Council's deliberations.

FINANCE DEPARTMENT CHECKLIST

Council Resolution	<input type="checkbox"/>
Added to the budget document?	<input type="checkbox"/>

draft



DEPARTMENT

PARKS & FACILITIES

1. PRIORITY SETTINGPriority Types: (*safety, legislative, council strategy, repair assets, new assets*) PRIORITY:

Repair Assets

PROJECT TYPE:

Capital Project

Carry Forward

2. GENERAL PROJECT INFORMATION

Project Title: NTSP roofing - Phase II

Project Lead: Roger Mayer, Parks and Facilities Manager

Estimated Start Date (mm/yy): 05/24

Estimated Completion Date (mm/yy): 07/24

Resource Request Type

Asset to Construct

All depts/stakeholders affected:

Parks and Facilities, Finance

Objective of project and link to our strategic objectives:

Asset management

Project Description:

Complete the roofing project started in 2023. The metal roof at the Sportsplex was sheathed and covered with torch on roofing in various stages starting over 25 years ago. Some areas now need to be re-roofed with torch on as the material is wearing. A Roofing Consultant was hired to do an assessment on the roof and we want to follow his recommendation for repairs.

3. STRATEGIC DIRECTION

How does the project relate to a Core Municipal Document (bylaw, policy, council directive, adopted master plans, asset management or other strategic plans)?

Strategic Plan, infrastructure and asset management

4. PROJECT FINANCIALS & PROJECT MANAGEMENT STRUCTURE

Total Estimated Project Cost: \$ 70,000.00

What is the cost per year:

no annual cost

Estimated Useful Life of Asset (in years):

25 years

Estimated Annual Maintenance and Repair Cost:

0

Estimated Annual Operating Costs:

0

CFO Review :

Signature & Date: _____

Potential Funding Sources:

Reserve

Budget Implication(s):

Due to the cost of the roof repair, the District completed the roof repairs in phases. In 2023, the District reallocated a the sound system capital to the cover the a small portion of the roof report. The first phase cost about \$125,000. Phase II is estimated to be \$70,000. The increase is due to increase in material costs.

Staffing Requirement(s):

Facilities Manager to coordinate tendering, supervise project

5. KEY PERFORMANCE INDICATORS

What is the value of this project?

Protect the integrity of the building.

What does success look like and what are the key project deliverables?

6. Alternative Solutions?

Continue to patch areas

7. Key Risks (financial & non-financial):

Damaging the building resulting in more extensive repairs.

8. Consequences of not moving forward or delaying project:

This project was originally slated for 2021. Delayed due to supply chain issues and shortage of contractors. Roofing consultants recommended immediate repair in 2021. If not completed in 2024 we risk damaging the building and disrupting building events.

9. Other Considerations:

CAO

Approval:

COUNCIL DECISION

STATUS:

Resolution and any additional notes from Council's deliberations.

FINANCE DEPARTMENT CHECKLIST

Council Resolution	<input type="checkbox"/>
Added to the budget document?	<input type="checkbox"/>

draft

BUSINESS CASE - FISCAL 2024



DEPARTMENT

OPERATIONS & INFRASTRUCTURE

1. PRIORITY SETTING

Priority Types: (*safety, legislative, council strategy, repair assets, new assets*) PRIORITY:

New Assets

PROJECT TYPE:

Capital Project

New Project

2. GENERAL PROJECT INFORMATION

Project Title: Dutch Lake Beach - Multi Use Trail Construction

Project Lead: Chad Carmichael, Director of Operations

Estimated Start Date (mm/yy): 01/24

Estimated Completion Date (mm/yy): 12/25

Resource Request Type

Services to Acquire

All depts/stakeholders affected:

Residents

Objective of project and link to our strategic objectives:

In 2023 alterations were made to the paint lines, shifting the multi-use trail over to the gravel shoulder of the existing roadway west of the Dutch Lake Beach Entrance. The Engineered drawing showed the gravel shoulder being paved but there was not to complete this task. This project will take in account the feedback we received from the public and deficiencies identified by staff during the summer season while the temporary line markings were in effect.

Project Description:

The project will consist of updating the detailed design with longer parking stalls, and making some adjustments to the paint at the Dutch Lake Beach entrance and crosswalk. Constructing the asphalt path adjacent to the newly identified parallel parking.

3. STRATEGIC DIRECTION

How does the project relate to a Core Municipal Document (bylaw, policy, council directive, adopted master plans, asset management or other strategic plans)?

Strategic Goal: The DOC Council will make continuous improvements by digitizing and modernizing our internal processes and making necessary investments in our community assets and services.

4. PROJECT FINANCIALS & PROJECT MANAGEMENT STRUCTURE

Total Estimated Project Cost:

What is the cost per year:

Estimated Useful Life of Asset (in years):

Estimated Annual Maintenance and Repair Cost: n/a

Estimated Annual Operating Costs:

0

CFO Review :

Signature & Date: _____

Potential Funding Sources:

Reserves

Taxation

Budget Implication(s):

Staffing Requirement(s):

Director of Operations to oversee project.

5. KEY PERFORMANCE INDICATORS

What is the value of this project?

The initial intended goal was to link the multi-use trail through this area. The first design narrowed the traffic lanes to make room for the multi-use trail. The lanes were too narrow. The current design has adequate width for traffic lanes and the multi-use trail but the trail is unpaved and not as accessible as it was intended.

What does success look like and what are the key project deliverables?

A smooth flow of traffic, and an accessible paved trail.

6. Alternative Solutions?

leave the trail gravel

7. Key Risks (financial & non-financial):

wheelchair and stroller accessibility is not great on gravel and people tend to use the traffic lane or the parking stalls instead of the trail.

8. Consequences of not moving forward or delaying project:

there is a safety concern with wheelchairs and strollers using the traffic lanes and parking stalls.

9. Other Considerations:

CAO

Approval:

COUNCIL DECISION

STATUS:

Resolution and any additional notes from Council's deliberations.

FINANCE DEPARTMENT CHECKLIST

Council Resolution

☐

Added to the budget document?

☐

draft

BUSINESS CASE - FISCAL 2024



DEPARTMENT

OPERATIONS & INFRASTRUCTURE

1. PRIORITY SETTING

Priority Types: (*safety, legislative, council strategy, repair assets, new assets*) PRIORITY:

New Assets

PROJECT TYPE:

Capital Project

New Project

2. GENERAL PROJECT INFORMATION

Project Title: Blower Room Upgrades - Design and Construct

Project Lead: Chad Carmichael, Director of Operations

Estimated Start Date (mm/yy): 01/24

Estimated Completion Date (mm/yy): 12/25

Resource Request Type

Services to Acquire

All depts/stakeholders affected:

Wastewater Treatment Plant - All Residents

Objective of project and link to our strategic objectives:

To protect our infrastructure - Asset Management

Project Description:

Due to funding shortages, the blower room was upgraded with additional blowers but was not outfitted with the proper ventilation. In 2020. These upgrades were proposed for phase 2 but still did not fit into funding model. As a result, the blower room exceeds 50 degrees Celsius during peak summer heat. The blowers themselves create excessive amounts of heat then coupled with extreme heat outdoors the results are catastrophic. In 2023 we had three blower failures resulting in maintenance costs of over \$25,000. The project includes installing roof top air conditioners and structural upgrades to support the units. True consulting supplied a construction estimate of \$80,000 + engineering (15%). With the rapid inflation we have been experiencing it is recommended that a 20% increase is allowed and a 25% contingency be applied totaling \$138,000

3. STRATEGIC DIRECTION

How does the project relate to a Core Municipal Document (bylaw, policy, council directive, adopted master plans, asset management or other strategic plans)?

Strategic Goal: The DOC Council will make continuous improvements by digitizing and modernizing our internal processes and making necessary investments in our community assets and services.

4. PROJECT FINANCIALS & PROJECT MANAGEMENT STRUCTURE

Total Estimated Project Cost: \$ 138,000.00

What is the cost per year: 3000 - 5000 per year for electricity

Estimated Useful Life of Asset (in years):

15

Estimated Annual Maintenance and Repair Cost:

n/a

Estimated Annual Operating Costs:

0

CFO Review :

Signature & Date: _____

Potential Funding Sources:

Reserves

Budget Implication(s):

This appears to be the cause of the maintenance issues in the blower room. If we were to loose one of the large blower motors and block it could be upwards of \$80,000 to replace.

Staffing Requirement(s):

Director of Operations to coordinate and supervise project

5. KEY PERFORMANCE INDICATORS

What is the value of this project?

assets cost money to replace, and when they are not working the treatment suffers. if treatment suffers to much then obligations are not met with the Ministry of Environment and the District is in contravention and subject to fines. With the current supply chain issues it may take months to replace equipment, so poor treatment may be a real risk.

What does success look like and what are the key project deliverables?

prolonged life of components inside the blower room and continued successful treatment.

6. Alternative Solutions?

This appears to be the best solution.

7. Key Risks (financial & non-financial):

increased maintenance costs, risk of fines if treatment suffers due to failures.

8. Consequences of not moving forward or delaying project:

9. Other Considerations:

CAO

Approval:

COUNCIL DECISION

STATUS:

Resolution and any additional notes from Council's deliberations.

FINANCE DEPARTMENT CHECKLIST

Council Resolution	<input type="checkbox"/>
Added to the budget document?	<input type="checkbox"/>

draft

BUSINESS CASE - FISCAL 2024

DEPARTMENT

OPERATIONS & INFRASTRUCTURE



1. PRIORITY SETTING

Priority Types: (*safety, legislative, council strategy, repair assets, new assets*) PRIORITY:

Council Strategy

PROJECT TYPE:

Capital Project

Recurring

2. GENERAL PROJECT INFORMATION

Project Title: Sewer Critical Spare Asset Management - Stock Key Equipment

Project Lead: Chad Carmichael, Director of Operations

Estimated Start Date (mm/yy): 02/24

Estimated Completion Date (mm/yy): 08/24

Resource Request Type

Asset to Purchase

All depts/stakeholders affected:

Community/ Sewer

Objective of project and link to our strategic objectives:

To reduce the amount of wait time for critical sewer infrastructure in the event of a failure. Especially during supply chain challenges

Project Description:

The District uses multiple different horse power pumps and should have backup pumps in stock due to long wait times for delivery anywhere from 3 - 12 months depending on the item.

3. STRATEGIC DIRECTION

How does the project relate to a Core Municipal Document (bylaw, policy, council directive, adopted master plans, asset management or other strategic plans)?

Infrastructure and Asset Management was priority 2 in the 2019 - 2022 Strategic Plan

4. PROJECT FINANCIALS & PROJECT MANAGEMENT STRUCTURE

Total Estimated Project Cost: \$30,000

What is the cost per year: 30000/year

Estimated Useful Life of Asset (in years): 10-12

Estimated Annual Maintenance and Repair Cost: 0

Estimated Annual Operating Costs: 0

CFO Review :

Signature & Date: _____

Potential Funding Sources:

Reserves

2024 Sewer Capital Reserve 2024-2028 TBD

Budget Implication(s):

Need to determine most critical pieces and funding accordingly.

Staffing Requirement(s):

Director of Operations to coordinate and supervise project

5. KEY PERFORMANCE INDICATORS

What is the value of this project?

To help reduce the risk of not being able to supply pump sewer from our lift stations in the event of a catastrophic failure

What does success look like and what are the key project deliverables?

Having appropriate inventory levels for critical equipment that public works can install immediately to minimize the risk of further equipment damage, long wait times for equipment replacement or catastrophic failure.

6. Alternative Solutions?

Currently the replacement pump is ordered when the original is damaged. Each lift station has two pumps that alternate use. When one is pulled to be replaced and we have to wait for months for its replacement there is a chance the second pump could have issues. Typically the pumps alternate and have similar amounts of use, so if the pump has failed due to reaching its lifespan, the second pump may be close behind.

7. Key Risks (financial & non-financial):

Funding is not available or a risk of long lead time during a pump failure.

8. Consequences of not moving forward or delaying project:

1. Worst Case scenario, the District would need to hire a vac truck to transport sewage at a high incremental cost.
2. Procure pumps from other municipalities that may have a pump in stock for the DOC purchase from them.

9. Other Considerations:

CAO

Approval:

COUNCIL DECISION

STATUS:

Resolution and any additional notes from Council's deliberations.

FINANCE DEPARTMENT CHECKLIST

Council Resolution	<input type="checkbox"/>
Added to the budget document?	<input type="checkbox"/>

draft

BUSINESS CASE - FISCAL 2024

DEPARTMENT

OPERATIONS & INFRASTRUCTURE



1. PRIORITY SETTING

Priority Types: (*safety, legislative, council strategy, repair assets, new assets*) PRIORITY:

New Assets

PROJECT TYPE:

Capital Project

New Project

2. GENERAL PROJECT INFORMATION

Project Title: VT SCADA Update

Project Lead: Chad Carmichael, Director of Operations

Estimated Start Date (mm/yy): 01/24

Estimated Completion Date (mm/yy): 12/24

Resource Request Type

Services to Acquire

All depts/stakeholders affected:

Wastewater Treatment, Wastewater Collection, Residents.

Objective of project and link to our strategic objectives:

The SCADA System will assist the PW crew in monitoring the system and give more detailed information during an emergency. By completing this project, the PW Staff will be able to view trends and monitor flows.

Project Description:

The purpose of this project is to connect the Raft River School lift station, the Eden Lift Station and the Main Lift Station at the Wastewater Treatment Plant to the SCADA network, so that PW staff will be notified in the event of an alarm at any of these lift station.

Currently the Hospital Lift Station is the only sanitary collection facility on the SCADA system. Our major water system components were added to the SCADA system in 2022. There will be at least two more upgrades required to the SCADA system before the upgrade is complete.

Exceed Engineering has setup our current SCADA System and has given us a quote to update the SCADA System with three more lift station for \$15,000. There are some miscellaneous upgrades that the Public Works staff would also seen added to the SCADA system such as the Dissolved oxygen monito and would like to add a contingency of \$5,000 to add some of these items, and use the remaining budget for the design and cost estimate of the remaining work (5 Lift Stations and The Water Reservoir).

3. STRATEGIC DIRECTION

How does the project relate to a Core Municipal Document (bylaw, policy, council directive, adopted master plans, asset management or other strategic plans)?

Strategic Goal: The DOC Council will make continuous improvements by digitizing and modernizing our internal processes and making necessary investments in our community assets and services.

4. PROJECT FINANCIALS & PROJECT MANAGEMENT STRUCTURE

Total Estimated Project Cost: \$ 20,000.00

What is the cost per year:

Estimated Useful Life of Asset (in years):

20

Estimated Annual Maintenance and Repair Cost:

n/a

Estimated Annual Operating Costs:

0

CFO Review :

Potential Funding Sources:

Reserves

Budget Implication(s):

\$20,000

Staffing Requirement(s):

Director of Operations manage

5. KEY PERFORMANCE INDICATORS

What is the value of this project?

More control over the system. More useful data that can be used for designing the system to time lift station to better function. Data can be used to create a Sanitary Sewer Model which will aid in design of future upgrades.

What does success look like and what are the key project deliverables?

Digital connections to our server from our lift stations that monitor detailed flow, level, pump run time data.

6. Alternative Solutions?

status quo

7. Key Risks (financial & non-financial):

If this acquisition does not occur, staff will only notice a problem on their rounds or when people call that there is a problem. The district has started this project, installed a SCADA Server, and connected portions of the system to SCADA with the intention of Connecting all major facilities that have flows to monitor and have a risk of failure.

8. Consequences of not moving forward or delaying project:

An approach of completing multiple small upgrades has been chosen to soften the blow of completing a \$100,000 project. If we continue to complete small updates each year we will have a fully functioning SCADA system in a couple of years. Another benefit to completing in phases is allowing time for the Public works crew to fully reveiw each section so that each phase can be improved upon.

9. Other Considerations:

COUNCIL DECISION

STATUS:

Resolution and any additional notes from Council's deliberations.

FINANCE DEPARTMENT CHECKLIST

Council Resolution	<input type="checkbox"/>
Added to the budget document?	<input type="checkbox"/>

draft



DEPARTMENT

PARKS & FACILITIES

1. PRIORITY SETTINGPriority Types: (*safety, legislative, council strategy, repair assets, new assets*) PRIORITY:

New Assets

PROJECT TYPE:

Capital Project

New Project

2. GENERAL PROJECT INFORMATION

Project Title: Park Improvement - TMX Funded

Project Lead: Manager Facilities Parks and Arena

Estimated Start Date (mm/yy): 04/24

Estimated Completion Date (mm/yy): 09/24

Resource Request Type

Asset to Construct

All depts/stakeholders affected:

Parks, Public Works, Finance, Contractors

Objective of project and link to our strategic objectives:

Use the TMX grant money to complete the 37 East project started in 2017 at a reduced cost and allow the balance of funds to be used on other projects. Linked to previous Strategic Plan

Project Description:

Use the TMX grant moneys to complete the following five projects:

37 East - this revised plan would include construction of gazebo to house the loggers memorial, install drywell for storm water, create boat trailer parking on the top bench,

Septic at Dutch lake

Flagpoles

Capostinsky Park Fence

Trail – Complete Trail by Dutch lake

3. STRATEGIC DIRECTION***How does the project relate to a Core Municipal Document (bylaw, policy, council directive, adopted master plans, asset management or other strategic plans)?***

Previous Strategic Plan, Parks Master Plan, Trails Master Plan, asset management and Financial Management, Healthy Communities, Flag Protocol Policy.

4. PROJECT FINANCIALS & PROJECT MANAGEMENT STRUCTURE

Total Estimated Project Cost: \$ 330,000.00

What is the cost per year:

Estimated Useful Life of Asset (in years):

30

Estimated Annual Maintenance and Repair Cost:

Estimated Annual Operating Costs:

CFO Review :

Signature & Date: _____

Potential Funding Sources

Grants

Budget Implication(s):

These four projects would be paid for with TMX grant funds and completed in the following order.

37 East and trail, Capostinsky fencing, Beach septic, flag poles. If funding is not sufficient to complete all projects the flagpoles could be carried over to 2025.

Staffing Requirement(s):

Staff time to coordinate projects.

5. KEY PERFORMANCE INDICATORS

What is the value of this project?

Complete project started in 2017 and construct gazebo to house loggers memorial, save money annually on septic pumping, safety for users of Capostinsky Park, ability to follow our flag protocol.

What does success look like and what are the key project deliverables?

completion of ongoing project, financial savings, safety and following our own policies.

6. Alternative Solutions?

7. Key Risks (financial & non-financial):

8. Consequences of not moving forward or delaying project:

9. Other Considerations:

CAO

Approval:

COUNCIL DECISION

STATUS:

Resolution and any additional notes from Council's deliberations.

FINANCE DEPARTMENT CHECKLIST

Council Resolution	<input type="checkbox"/>
Added to the budget document?	<input type="checkbox"/>

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BUSINESS CASE - FISCAL



DEPARTMENT

1. PRIORITY SETTING

Priority Types: (*safety, legislative, council strategy, repair assets, new assets*) PRIORITY:

PROJECT TYPE:

2. GENERAL PROJECT INFORMATION

Project Title:

Project Lead:

Estimated Start Date (mm/yy):

Estimated Completion Date (mm/yy):

Resource Request Type

All depts/stakeholders affected:

Objective of project and link to our strategic objectives:

Project Description:

3. STRATEGIC DIRECTION

How does the project relate to a Core Municipal Document (bylaw, policy, council directive, adopted master plans, asset management or other strategic plans)?

4. PROJECT FINANCIALS & PROJECT MANAGEMENT STRUCTURE

Total Estimated Project Cost:

What is the cost per year:

Estimated Useful Life of Asset (in years):

Estimated Annual Maintenance and Repair Cost:

Estimated Annual Operating Costs:

CFO Review :

Signature & Date: _____

Potential Funding Sources:

Budget Implication(s):

Staffing Requirement(s):

5. KEY PERFORMANCE INDICATORS

What is the value of this project?

What does success look like and what are the key project deliverables?

6. Alternative Solutions?

7. Key Risks (financial & non-financial):

8. Consequences of not moving forward or delaying project:

9. Other Considerations:

CAO

Approval:

COUNCIL DECISION

STATUS:

Resolution and any additional notes from Council's deliberations.

FINANCE DEPARTMENT CHECKLIST

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