**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.

Total Estimated Project Cost: \$ 62,000,00

## 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.

Total Estimated Froject Cos	φ 02,000.00	
What is the cost per year:	N/A	
Estimated Useful Life of As	set (in years):	5 years
Estimated Annual Maintena	ance and Repair Cost:	
Estimated Annual Operating	g Costs:	
CFO Review :		
Signature & Date:		

CAO Approval:

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**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 it's 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 it's 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.

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.

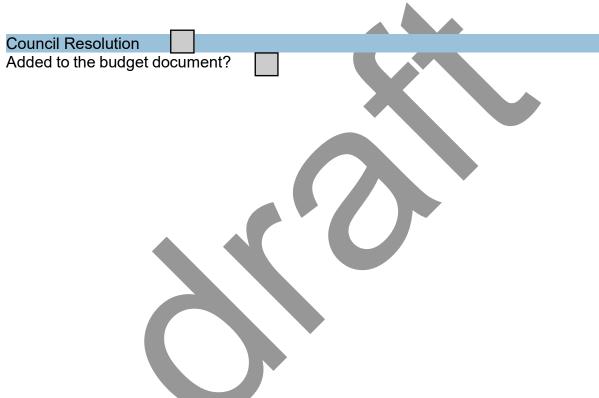
Operational Inefficiency: Staff will continue to waste time navigating the cumbersome system, affecting overall productivity. Potential for Injury: The ergonomic issues with the current system will continue to pose a risk for physical strain or injury. Document Deterioration: The risk of damaging important files will remain, potentially leading to loss of critical information.

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CAO Approval:



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**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:



Potential	<b>Funding</b>	Sources:
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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:

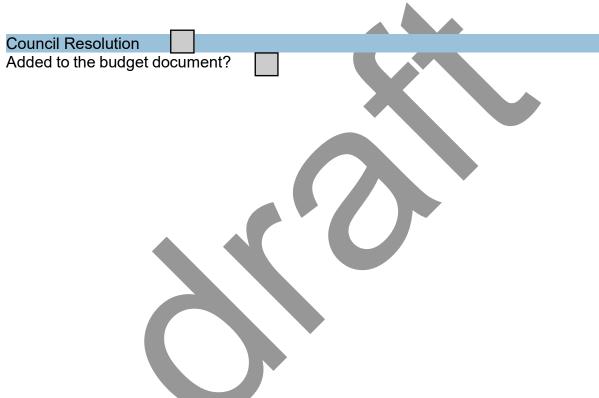
Non-compliance with replacing the gear for firefighting could result in liability issues if an incident occurs. Having proper fitting gear for the firefighters is paramount as the wrong size will decrease the usability and mobility for the user.

#### 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:

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**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 Ass	et (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

# 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 <u>PERFORMANCE INDICATORS</u>

### 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 cabintes installed and the medical equipment remains to become Medic 1; Current Tender 3 chassis to be disposed of or re purposed 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:

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**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: 5

500

Estimated Annual Operating Costs:



Potential Funding Sources:	Grants			
Council Resolution XXXXXX authorizing	g applying for the UB	CM grant		
Budget Implication(s):				
Grant funded				
Staffing Requirement(s):				
Staff time to source equipment				
5. KEY PERFORMANCE IN  What is the value of this proje				
Value of this project will provide the fire of this project will also allow the purchase purchase of replacement Fire Engine in 2	department some add of these items with 10			
What does success look like a	nd what are the	key project delive	rables?	
Success will be the items listed above add	ded to the service del	livery response and the tra	aining props in place and used	by the firefighters.
6. Alternative Solutions?				
NA				
7. Key Risks (financial & non	-financial):			
8. Consequences of not mov	ing forward or	delaying project:		
Not doing this project will be missing out of	on the grant funding.			
9. Other Considerations:				

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**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)?

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 t	rough taxation. This con	ntribution should consi	der future fire expenditures.
Budget Implication(s):			
10,000			
Staffing Requirement(s):			
Staff time to design and order the items. The firefighters would perform the renova	ition. Removal and repla	ncement of cabinets ar	nd paint.
5. KEY PERFORMANCE IN	DICATORS		
What is the value of this proje	ct?		
Value would be to add a more usable spa	ce for the fire departmen	nt to use during training	g, social functions and emergency responses.
What does success look like a	nd what are the ke	ey project delive	rables?
Success would be having a more functional	l kitchen space with prop	per storage.	
6. Alternative Solutions?			
7. Key Risks (financial & non	financial):		
8. Consequences of not mov	ng forward or de	laying project:	
None			
9. Other Considerations:			

CAO

Approval:

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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.

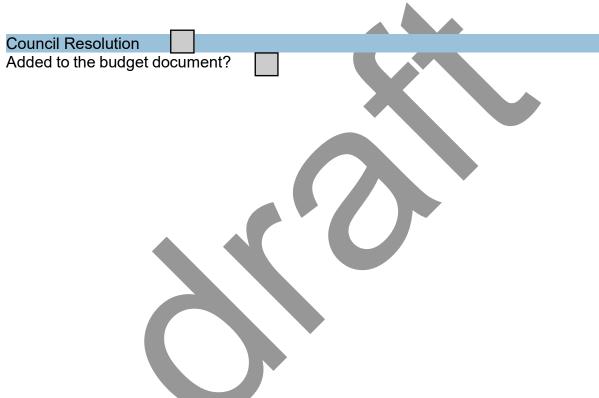
Total Estimated Projec	t Cost: \$ 25,000.00	
What is the cost per ye	ar: one time purchase	
Estimated Useful Life of	of Asset (in years):	25
Estimated Annual Mair	ntenance and Repair Cost:	n/a
Estimated Annual Ope	rating Costs:	0
CFO Review :		
Signature & Date:		

Potential Funding Sources:	Taxation	
The fleet reserve has a nil balance, therefore, taxation is a pot will be offset by the reduction of contracting out additional sno		The cost of this additional piece of equipment
Budget Implication(s):		
Last year, we contracted out the trails alone for \$30,000 per seas work at the sports plex which is an additional \$10,000 in savings.		equipment we will be able to take on additional
Staffing Requirement(s):		
Public works can install on the existing 1-Ton pickup		
5. KEY <u>PERFORMANCE INDICATORS</u>		
What is the value of this project?		
Avoids waisting material, saves time, and reduces manual labor.		
What does success look like and what are the ke a fully functioning salt spreader and plow.	ey project deliver	ables?
6. Alternative Solutions?		
status quo		
7. Key Risks (financial & non-financial):		
8. Consequences of not moving forward or de	elaying project:	
more material waste, more manual labor, more time to complete to	asks.	
9. Other Considerations:		

CAO

Approval:

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**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:**

Signature & Date:

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

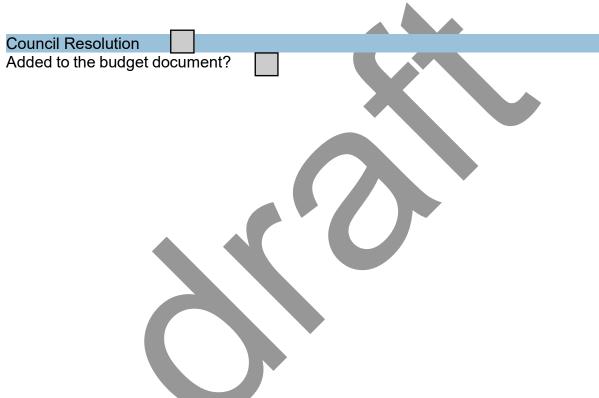
How does the project relate to a Core Municipal Document (bylaw, policy, council directive, adopted master plans, asset management or other strategic plans)?

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.

What is the cost per year:  Estimated Useful Life of Asset (in years):  Estimated Annual Maintenance and Repair Cost:  0  Estimated Annual Operating Costs:		
Estimated Useful Life of Asset (in years):  Estimated Annual Maintenance and Repair Cost:  Estimated Annual Operating Costs:  0	Total Estimated Project Cost: \$ 300,000.00	
Estimated Annual Maintenance and Repair Cost:  0  Estimated Annual Operating Costs: 0	What is the cost per year:	
Estimated Annual Operating Costs: 0	Estimated Useful Life of Asset (in years):	25 years
	Estimated Annual Maintenance and Repair Cost:	0
CFO Review :	Estimated Annual Operating Costs:	0
	CFO Review :	

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 <u>PERFORMANCE INDICATORS</u>
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:

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**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: \$ 2	200.000.0	0
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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

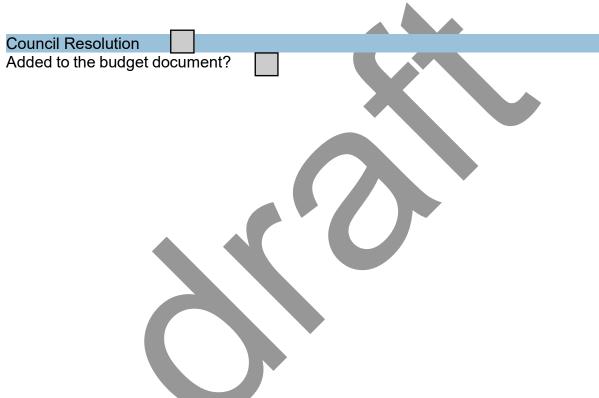
Estimated Annual Operating Costs:

CFO Review:

Signature & Date:

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?
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:

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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

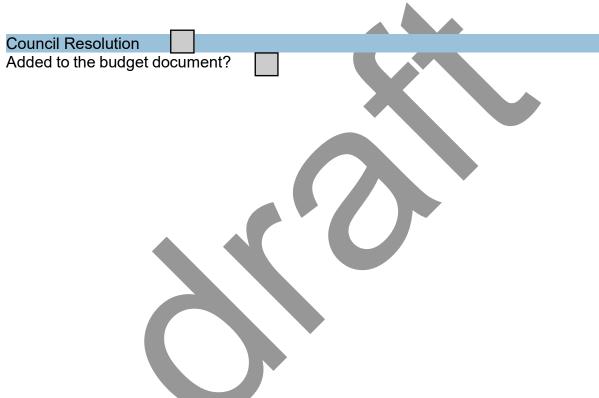


Potential Funding Sources:	Grant			
Budget Implication(s):				
Staffing Requirement(s):				
Director of Operations to coording	nate tendering, su	pervise project		
5. <b>KEY PERFORMANCE IN</b> What is the value of this proje				
Reduce the risk of bridge failure		river flow.		
What does success look like a	nd what are the	key project delive	rables?	
6. Alternative Solutions?				
7. Key Risks (financial & non	-financial):			
8. Consequences of not mov	ing forward or	delaying project:		
9. Other Considerations:				

CAO

Approval:

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**DEPARTMENT** 

**PARKS & FACILITIES** 

### 1. PRIORITY SETTING

Priority	Tvpes:	(safetv.	leaislative.	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 helathy organization.

## **Project Description:**

Signature & Date:

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

Total Estimated Project Cost: \$ 360,000.00								
What is the cost per year:	unknown energy costs p	per year						
Estimated Useful Life of Asset (in years): 20 years								
Estimated Annual Maintena	nce and Repair Cost:	\$1,000						
Estimated Annual Operating	g Costs:	unknown energy costs per year						
CFO Review :								

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:

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**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:**

Signature & Date: \_\_\_

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

#### 3. STRATEGIC DIRECTION

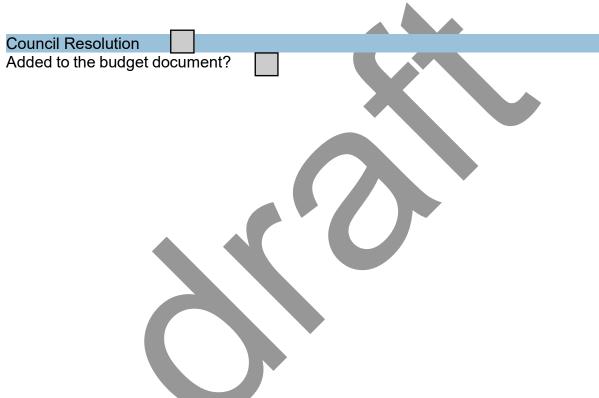
How does the project relate to a Core Municipal Document (bylaw, policy, council directive, adopted master plans, asset management or other strategic plans)?

Safety

Total Estimated Project Cost:	\$ 489,844.60				
What is the cost per year: W	Well #3 – \$200,527.02 + DLCC - \$289,317.59				
Estimated Useful Life of Asset	t (in years):	25 years			
Estimated Annual Maintenanc	e and Repair Cost:	0			
Estimated Annual Operating C	Costs:	0			
CFO Review :	1				

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 form portable generator.
<ul><li>3. Do nothing and run the risk of not having water and turning people away form the DLCC during emergencies.</li><li>4. Finding an alternate location for the Emergency Operations Centre.</li></ul>
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:

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#### **DEPARTMENT**

#### PARKS & FACILITIES

## 1. PRIORITY SETTING

Priority 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:

Signature & Date:

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

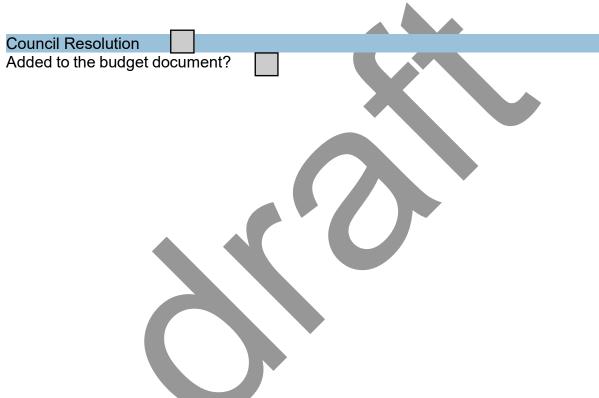
How does the project relate to a Core Municipal Document (bylaw, policy, council directive, adopted master plans, asset management or other strategic plans)?

Strategic Plan, infrastructure and asset management

Total Estimated Project Cos	t: \$ 70,000.00	
What is the cost per year:	no annual cost	
Estimated Useful Life of Ass	set (in years):	25 years
Estimated Annual Maintena	nce and Repair Cost:	0
Estimated Annual Operating	g Costs:	0
CFO Review :		

Potential Fu	inding Sources:	Reserve			
Budget Impl	lication(s):				
capital to the co		the roof report. The f		023, the District reallocated a the s 25,000. Phase II is estimated to be	
Staffing Red	quirement(s):				
Facilities Mana	ger to coordinate tenderi	ng, supervise project			
	ERFORMANCE IN				
	grity of the building.				
What does s	success look like a	nd what are the	key project delive	rables?	
6. Alternativ	e Solutions?				
Continue to patch	n areas				
7. Key Risks	s (financial & non	-financial):			
Damaging the b	uilding resulting in more	extensive repairs.			
8. Conseque	ences of not mov	ing forward or	delaying project:	:	
This project was recommended in	originally slated for 2021. nmediate repair in 2021.	. Delayed due to supp If not completed in 20	oly chain issues and short 24 we risk damaging the	age of contractors. Roofing consul building and disrupting building ev	tants rents.
9. Other Cor	nsiderations:				
CAO	Approval:				

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**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.

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	Taxa	ation			
Budget Implication	n(s):						
Staffing Requirem	ent(s):						
Director of Operations t	o oversee projec	xt.					
5. KEY <u>PERFOR</u>	RMANCE IN	<u>IDICATORS</u>					
What is the value							
The initial intended goal multi-use trail. The lanes unpaved and not as acc	s were too narrov	w. The current design					
What does succes	s look like a	ınd what are the	key proj	ect delive	rables?		
A smooth flow of traffic, a	and an accessibl	e paved trail.					
6. Alternative Sol	utions?						
leave the trail gravel							
7. Key Risks (fina	ncial & nor	n-financial):	•				
wheelchair and stroller a	accessibility is no	ot great on gravel and	people tend	to use the tra	affic lane or the	parking stalls in	stead of the trail.
8. Consequences	of not mov	ring forward or	delayin	g project:			
there is a safety concern	with wheelchair	s and strollers using t	he traffic lan	es and parkin	g stalls.		
9. Other Consider	ations:						
CAO Appro	oval:						

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**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:**

Signature & Date:

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.

Total Estimated Project Cost: \$ 138,000.00							
What is the cost per year	3000 - 5000 per year for	electricity					
Estimated Useful Life of A	Asset (in years):	15					
Estimated Annual Mainte	nance and Repair Cost:	n/a					
Estimated Annual Opera	ing Costs:	0					
CFO Review :							

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:

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**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

#### Proiect 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

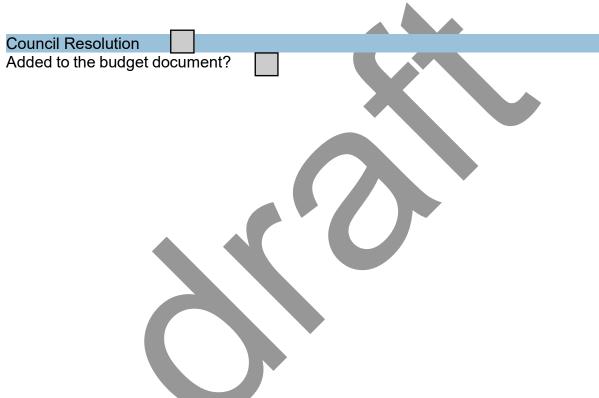
How does the project relate to a Core Municipal Document (bylaw, policy, council directive, adopted master plans, asset management or other strategic plans)?

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

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 Rep	air Cost: 0
Estimated Annual Operating Costs:	0
CFO Review :	
Signature & Date:	

Potential Fundin	g Sources:	Reserves			
2024 Sewer Cap	ital Reserve 20	)24-2028 TBD			
Budget Implication	on(s):				
Need to determine	e most critical <sub> </sub>	pieces and fundir	ng accordingly.		
Staffing Require	ment(s):				
Director of Opera	tions to coordi	nate and supervi	se project		
5. KEY PERFO		_			
What is the value				110 1 11 1 11	
catastrophic failur		ing able to supply	y pump sewer from c	our lift stations in the even	t of a
What does succe	ess look like a	ınd what are the	key project delive	rables?	
				orks can install immediate placement or catastrophic	
6. Alternative Sc	olutions?				
alternate use. Whe chance the second	n one is pulled I pump could h	I to be replaced a ave issues. Typic	and we have to wait focally the pumps alter	ed. Each lift station has two or months for its replacem nate and have similar amo may be close behind.	ent there is a
7. Key Risks (fin	ancial & nor	n-financial):			
Funding is not ava	ailable or a risk	of long lead time	e during a pump failu	re.	
8. Consequence	s of not mov	ring forward or	delaying project:		
				ansport sewage at a high ock for the DOC purchase	
9. Other Conside	erations:				
CAO Appi	roval:				

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**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

CFO Review:

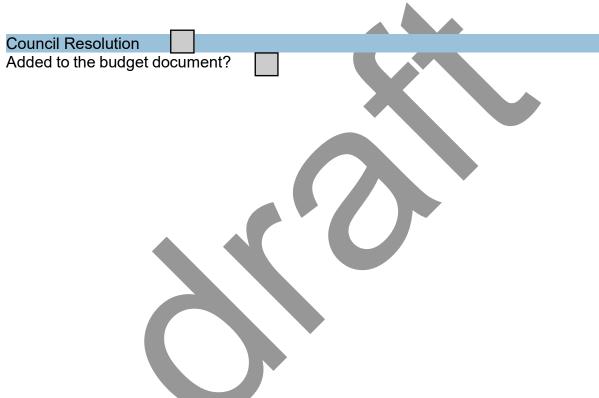
How does the project relate to a Core Municipal Document (bylaw, policy, council directive, adopted master plans, asset management or other strategic plans)?

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.

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

Potential Funding Sources:	Reserves			
Budget Implication(s):				
\$20,000				
Staffing Requirement(s):				
Director of Operations manage				
5. KEY PERFORMANCE IN	<u>IDICATORS</u>			
What is the value of this proje	ect?			
More control over the system. More used be used to create a Sanitary Sewer Mod			m to time lift station to better function	ın. Data can
What does success look like a	ind what are the	key project deliver	ables?	
Digital connections to our server from our	r lift stations that monit	or detailed flow, level, pu	mp run time data.	
6. Alternative Solutions?				
status quo				
7. Key Risks (financial & nor	-financial):	•		
If this acquisition does not occur, staff w has started this project, installed a SCAI major facilities that have flows to monito	DA Server, and connec	cted portions of the syste		
8. Consequences of not mov	ring forward or	delaying project:		
An approach of completing multiple small complete small updates each year we wi phases is allowing time for the Public wo	I have a fully functioni	ng SCADA system in a c	ouple of years. Another benefit to co	
9. Other Considerations:				

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**DEPARTMENT** 

PARKS & FACILITIES

### 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: 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.

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 Fund	ling Sources	Grants		
Budget Implica	ation(s):			
	apostinksy fencing, Be		d completed in the follow . If funding is not sufficie	wing order. ent to complete all projects the flagpoles could be
Staffing Requi	rement(s):			
Staff time to coord	inate projects.			
	FORMANCE IN	<u> </u>		
	alue of this proje		a laggers mamerial say	ve money annually on septic pumping, safety for
	ky Park, ability to follo		e loggers memorial, sav	e money annually on septic pumping, salety for
			key project delive	rables?
completion of ongoi	ng project, financial sa	avings, safety and follo	wing our own policies.	
6. Alternative	Solutions?			
7. Key Risks (	financial & non	-financial):		
8. Consequen	ces of not mov	ing forward or	delaying project	:
9. Other Consi	derations:			
CAO Ar	proval:			

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Resolution and any additional notes from Council's deliberations.

FINANCE DEPARTMENT CHECKLIST	
Council Resolution	
Added to the budget document?	

#### **DEPARTMENT**



1. PRIORITY SETTI	Ν	G
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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)?

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

