

**UTILITY
RMR
Capital
Project
Charters**

CAPITAL PROJECT CHARTER

YEAR:	2019
CHARTER NUMBER:	WATER-002/WASTW-010/STORM-001
CHARTER NAME:	Utility Master Plan
LEAD DEPARTMENT:	Utilities – Water, Wastewater, Storm


TYPE:	<input checked="" type="checkbox"/> RMR <input type="checkbox"/> GROWTH The Utility Master Plan Update is required to assess our existing water, wastewater and stormwater infrastructure to determine required upgrades, repairs, or rehabilitations.	
ASSET CATEGORY:	<input type="checkbox"/> Civic Facilities <input checked="" type="checkbox"/> Master Plan, Studies, & Other <input type="checkbox"/> Roads & Other Engineered Structures <input type="checkbox"/> Historical/Cultural	<input type="checkbox"/> Parks & Trails <input type="checkbox"/> Mobile & Other Equipment <input type="checkbox"/> Land & Land Improvements
SCOPE STATEMENT:	Update of the Utility Master Plan due to changes in environmental regulations, deterioration and renewal of infrastructure, and pace and sequence of development. An extensive update to the UMP was started in 2013 and completed in 2014, another update will be required in 2019, with a complete reassessment in 2024.	

PROJECT CHARTER JUSTIFICATION:	<p>The Utilities Master Plan (UMP) is a critical part of the City of St. Albert strategic planning framework that focuses on the City's water, wastewater and storm systems. The intent of the UMP is to identify any required existing system improvements as well as to recommend a utility servicing strategy that supports the City's future growth. The UMP identifies the projects required for meeting service levels in the existing system and what is required to allow for growth.</p> <p>The UMP does not include projects required for life cycle replacement or condition assessment of the existing infrastructure (covered under Asset Management Strategy through existing condition assessment programs). For a holistic picture of what is required for the overall repair, maintenance and replacement (RMR) of utility infrastructure, the UMP needs to be looked at in conjunction with the RMR capital projects driven by the Asset Management practices (i.e. life cycle replacement and repair due to deterioration).</p> <p>The UMP update for the City's water system is to begin mid-2018 for completion in 2019. The update to the wastewater and storm systems are to begin late 2018 for completion in 2019 which will provide the time needed to complete the Inflow and Infiltration</p>
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	<p>Assessment that is currently being done on the City's sewer system.</p> <p>Project Risks</p> <ul style="list-style-type: none">• Availability of Consultants to complete the UMP.• The rate of development over the years. <p>Assumptions</p> <ul style="list-style-type: none">• Development will require the UMP to be updated in 2018/19 and then in 2023/24 completely redone.• Consultants will be available for the work and will be able to complete the work. <p>Lifecycle Costing</p> <ul style="list-style-type: none">• The Utility Master Plan is updated every 5 years and is completely redone every 10 years.									
COMMUNITY VISION – PILLAR / STRATEGY & RESULT:	<p>The UMP aligns with supporting Built Environment, specifically:</p> <p>We plan and manage the growth of our city so future generations can inherit the same strong, vibrant community we've enjoyed.</p> <p>Strategies include:</p> <p>Ensure that municipal utilities and services are provided in an efficient, economic, coordinated, and timely manner relative to the desired development of the city.</p>									
STAKEHOLDER IDENTIFICATION:	<table><tr><th>Name & Role</th><th>Responsibility or Contribution</th></tr><tr><td>Utilities Primary</td><td>Primary Stakeholder</td></tr><tr><td>Engineering Services Primary</td><td>Primary Stakeholder</td></tr><tr><td>City of St Albert Risk & Insurance Department Secondary</td><td>Consulted on all projects to determine if insurance is required.</td></tr></table>		Name & Role	Responsibility or Contribution	Utilities Primary	Primary Stakeholder	Engineering Services Primary	Primary Stakeholder	City of St Albert Risk & Insurance Department Secondary	Consulted on all projects to determine if insurance is required.
Name & Role	Responsibility or Contribution									
Utilities Primary	Primary Stakeholder									
Engineering Services Primary	Primary Stakeholder									
City of St Albert Risk & Insurance Department Secondary	Consulted on all projects to determine if insurance is required.									
TIMELINE:	<p>2018 – Initiate Utility Master Plan Update through an RFP</p> <p>2019 – Complete the Utility Master Plan Update</p> <p>2023 – Initiate 2024 Master Plan Renewal</p> <p>2024 – Master Plan Renewal</p> <p>Based on the original sequence, 2019 would be a year to completely redo the UMP; however, it is proposed that Master Plan only be updated in 2019. This is due to the fact that the MDP is to be completed in the coming years and is a critical document to accurately reflect the future development growth. A full update will be completed in 2023/24</p>									
FINANCIAL INFORMATION:	<p>Year 2019 Investment</p> <p>Year 2020 Investment</p> <p>Year 2021 Investment</p> <p>Year 2022 Investment</p> <p>Year 2023 Investment</p> <p>Year 2024 Investment</p>	<p>\$0</p> <p>\$0</p> <p>\$0</p> <p>\$0</p> <p>\$975,000</p> <p>\$0</p>								

	Year 2025 Investment	\$0
	Year 2026 Investment	\$0
	Year 2027 Investment	\$0
	Year 2028 Investment	\$0
	Total	\$975,000
	See Capital Project Worksheet for details.	
OPERATIONAL IMPACTS:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, refer to Operating Impacts Worksheets for details.	
ASSOCIATED OPERATING BUSINESS CASE:	N/A	

APPROVAL

Author:	Kevin Cole	February 28, 2018
	Project Charter Developer	Date
Director:	Kevin Cole	February 28, 2018
	Director	Date
GM:		March 8, 2018
	General Manager	Date

CAPITAL PROJECT WORKSHEET

PROJECT COMPONENT	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Land Determined Costs										
Concept Planning					\$975,000					
Detailed Planning and Design										
Site Servicing										
Structure/Building Construction										
Landscaping										
Construction Management										
Commissioning and QA/QC										
Contingency										
Public Participation Activities										
Equipment										
TOTAL					\$975,000					

Please note Public Art and Branding will be reviewed and shown separately on the ten-year capital plan.

Comments:

Cost split equally among utilities (water, wastewater, and storm).

2018: \$630,000 based on 2014 rates plus inflation. Based on an average consultant cost of \$145/hr.

2023: Based on an average consultant cost of \$150/hr and approximately 6,500 hrs of work.

OPERATING IMPACTS WORKSHEET

<input type="checkbox"/> One Time	N/A
<input type="checkbox"/> Ongoing	

OPERATING IMPACTS			
TOTAL			

CAPITAL PROJECT CHARTER

YEAR:	2019
CHARTER NUMBER:	STORM-002
CHARTER NAME:	Stormwater Infrastructure Rehabilitation
LEAD DEPARTMENT:	Utilities - Storm


TYPE:	<input checked="" type="checkbox"/> RMR <input type="checkbox"/> GROWTH This project supports the on-going assessment, rehabilitation and replacement of existing stormwater infrastructure.	
ASSET CATEGORY:	<input type="checkbox"/> Civic Facilities <input type="checkbox"/> Master Plan, Studies, & Other <input checked="" type="checkbox"/> Roads & Other Engineered Structures <input type="checkbox"/> Historical/Cultural	<input type="checkbox"/> Parks & Trails <input type="checkbox"/> Mobile & Other Equipment <input type="checkbox"/> Land & Land Improvements
SCOPE STATEMENT:	This program is for the rehabilitation of the City's Stormwater infrastructure.	

PROJECT CHARTER JUSTIFICATION:	<p>This annual project involves 4 components: Stormwater infrastructure condition assessment through Closed Circuit Television (CCTV), pipe rehabilitation using cured in place pipe (CIPP); outfall rehabilitation and existing storm infrastructure replacement using appropriate rehabilitation techniques.</p> <p>This program is intended to rehabilitate existing storm infrastructure based off the City's stormwater asset management plan and condition assessments. This project includes an on-going data collection program including CCTV and inspection data on storm infrastructure.</p> <p>Stormwater infrastructure to be redesigned or enhanced under this program is prioritized based on available inspection data and historical operation and maintenance information, risk to the City and risk to the public. Work to be conducted under this program includes rehabilitation of existing storm mains, catch basins, manholes, swales, culverts, oil and grit separators, storm ponds, and outfalls.</p> <p>Stormwater Outfalls have been prioritized based on the 2014 Stormwater Outfall Update, and will be rehabilitated in conjunction with the Sedimentation & Erosion Control Program locations.</p>
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	<p>Project Risks</p> <ul style="list-style-type: none"> • Availability of consultants and contractors for the project. • Weather. • Unknown issues exposed during construction or design phase. • Unknown conditions of existing infrastructure until CCTV and condition assessments conducted in 2017-2021 • Prioritization and cost estimating subject to change pending condition assessments and further definition of asset management plan <p>Assumption</p> <ul style="list-style-type: none"> • Project costs are within estimation. • Weather will not cause delays in the construction phase. • Qualified contractors will be available. <p>Impacts</p> <ul style="list-style-type: none"> • Cost overruns. • Schedule delays • Project being postponed. <p>Lifecycle Costing</p> <ul style="list-style-type: none"> • Underground Utilities have an approximate life of 75 years. 																
COMMUNITY VISION – PILLAR / STRATEGY & RESULT:	<p>The Stormwater Infrastructure Rehabilitation Program aligns with supporting Built Environment, specifically:</p> <p>We plan and manage the growth of our city so future generations can inherit the same strong, vibrant community we've enjoyed.</p> <p>Strategies include:</p> <p>Ensure that municipal utilities and services are provided in an efficient, economic, coordinated, and timely manner relative to the desired development of the city.</p>																
STAKEHOLDER IDENTIFICATION:	<table> <tr> <th>Name & Role</th><th>Responsibility or Contribution</th></tr> <tr> <td>CPO Engineering services Primary</td><td>Project Management Services</td></tr> <tr> <td>Utilities Primary</td><td>Owner of the infrastructure Involved in project planning, prioritization and technical assistance</td></tr> <tr> <td>City of St. Albert Risk & Insurance Department Secondary</td><td>Consulted on all projects to determine if insurance</td></tr> <tr> <td>Residents in the surrounding area Secondary</td><td>Information timelines</td></tr> <tr> <td>Office of the Environment. Secondary</td><td>Information and consulting</td></tr> <tr> <td>Council</td><td>Approval</td></tr> <tr> <td></td><td></td></tr> </table>	Name & Role	Responsibility or Contribution	CPO Engineering services Primary	Project Management Services	Utilities Primary	Owner of the infrastructure Involved in project planning, prioritization and technical assistance	City of St. Albert Risk & Insurance Department Secondary	Consulted on all projects to determine if insurance	Residents in the surrounding area Secondary	Information timelines	Office of the Environment. Secondary	Information and consulting	Council	Approval		
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Council	Approval																

TIMELINE:	Ongoing rehabilitation of stormwater infrastructure based on priorities provided by inspections.	
FINANCIAL INFORMATION:	Year 2019 Investment	\$295,000
	Year 2020 Investment	\$1,560,000
	Year 2021 Investment	\$3,105,000
	Year 2022 Investment	\$2,075,000
	Year 2023 Investment	\$3,035,000
	Year 2024 Investment	\$2,200,000
	Year 2025 Investment	\$1,170,000
	Year 2026 Investment	\$745,000
	Year 2027 Investment	\$1,970,000
	Year 2028 Investment	\$295,000
	Total	\$16,470,000
	See Capital Project Worksheet for details.	
OPERATIONAL IMPACTS:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, refer to Operating Impacts Worksheets for details.	
ASSOCIATED OPERATING BUSINESS CASE:	N/A	

APPROVAL

Author:	Kevin Cole	March 2, 2018
	Project Charter Developer	Date
Director:	Kevin Cole	March 2, 2018
	Director	Date
GM:		March 8, 2018
	General Manager	Date

CAPITAL PROJECT WORKSHEET

PROJECT COMPONENT	2019**	2020	2021	2022	2023	2024	2025	2026	2027	2028
Land Determined Costs										
Concept Planning				\$250,000				\$250,000		
Detailed Planning and Design	\$150,000	\$415,000	\$410,000	\$405,000	\$360,000	\$75,000	\$200,000	\$125,000	\$250,000	\$100000
Site Servicing										
Structure/Building Construction	\$125,000	\$1,125,000	\$2,675,000	\$1,400,000	\$2,655,000	\$2,105,000	\$950,000	\$350,000	\$1700,000	\$175000
Landscaping										
Construction Management	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	20,000
Commissioning and QA/QC										
Contingency										
Public Participation Activities										
Equipment										
TOTAL	\$295,000	\$1,560,000	\$3,105,000	\$2,075,000	\$3,035,000	\$2,200,000	\$1,170,000	\$745,000	\$1,970,000	\$295,000

Please note Public Art and Branding will be reviewed and shown separately on the ten-year capital plan.

Comments:

Cost based on the following breakdown:

Cost component	Cost expected to include and assumptions
Storm Water CCTV Program*	Large/medium diameter CCTV inspection contracted out; small diameter to be conducted with internal crews; complete inspections by 2026
Cured-in-Place Pipe Program	Allocate \$750,000 every other year, with design the previous year. **\$750, 000 was not included in the 2019 to provide administration the time to catch up with carry forward projects and funding.
Storm Water Rehab (Non-trenchless) program	Existing bi-annual storm design budget and \$1,000,000 bi-annually for any large diameter (open cut or large CIPP) rehabilitations, with design the previous year.
Existing Storm Outfall/Ravine Rehabilitation	From 2014 Outfall Condition Assessment, prices adjusted for inflation, assuming 3% inflation per year.

OPERATING IMPACTS WORKSHEET

<input type="checkbox"/> One Time <input type="checkbox"/> Ongoing	
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OPERATING IMPACTS			
TOTAL			

CAPITAL PROJECT CHARTER

YEAR:	2019
CHARTER NUMBER:	STORM-004
CHARTER NAME:	Stormwater Management Level of Service (LOS)
LEAD DEPARTMENT:	Utilities - Storm


TYPE:	<input checked="" type="checkbox"/> RMR <input type="checkbox"/> GROWTH This project supports our existing stormwater collection system by addressing level of service limitations and increasing our stormwater collection capacity.	
ASSET CATEGORY:	<input type="checkbox"/> Civic Facilities <input type="checkbox"/> Master Plan, Studies, & Other <input checked="" type="checkbox"/> Roads & Other Engineered Structures <input type="checkbox"/> Historical/Cultural	<input type="checkbox"/> Parks & Trails <input type="checkbox"/> Mobile & Other Equipment <input type="checkbox"/> Land & Land Improvements
SCOPE STATEMENT:	This project addresses the need to upgrade storm infrastructure and drainage to improve level of service.	

PROJECT CHARTER JUSTIFICATION:	<p>This program includes capital upgrades to improve level of service in the City's storm system. Large capital storm projects have been identified in the 2013 UMP update and include under sized pipes that do not meet our current Level of Service (LOS)</p> <p>Many of the older neighborhoods in St. Albert have drainage issues and require new stormwater infrastructure improvements to prevent damage to private property.</p> <p>The Utility Master Plan indicates a need for level of service improvements throughout the storm drainage system. This program will begin to address these LOS locations on a priority basis addressing additional capacity requirements. Projects such as Deer Ridge Surge Pond, Lacombe Park, Mission, Sturgeon and Grandin Subdivision Minor/Major System Upgrades are identified under this program.</p> <p>There is also a complaint driven or localized storm/drainage issues component to this program where administration prioritizes locations which have been identified by either public complaint or operations.</p>
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	<p>This project also includes an annual budget of \$60,000 to provide flow monitoring. Storm flow monitoring constitutes one of the main data collection exercises carried out by municipalities to ensure proper data is being used for storm water modeling.</p> <p>The 2008 and 2013 UMP Update recommended storm flow monitoring as one of the ongoing programs carried out by the City to ensure proper storm data is in place to capture the magnitude of storm events and quantify the storm runoff in the Storm system.</p> <p>6 Locations will be identified annually where storm flow monitoring will be highly beneficial during summer months (May - Sept months). This project aligns with Councils Goals and Priorities of Cultivate Sustainable Infrastructure and Services.</p> <p>Risks</p> <ul style="list-style-type: none"> • Availability of consultants and contractors for the project. • Weather • Extreme variability of scope for drainage and storm issues. High probability of unknown issues exposed during construction or design phase. • Residential Issues • Project prioritization may change over the years depending on optimization with other projects, development, demand, risk, and targeted level of service. 												
COMMUNITY VISION – PILLAR / STRATEGY & RESULT:	<p>The Stormwater Management Level of Service Program aligns with supporting Build Environment, specifically:</p> <p>We build innovative, long lasting infrastructure that is efficient, minimizes the use of our natural resources and creates harmony between the natural and build environment.</p> <p>Strategies include:</p> <p>Maintain corporate and infrastructure assets in an efficient and sustainable manner that meets the present and future growth needs of the city and in accordance with approved guiding principles.</p>												
STAKEHOLDER IDENTIFICATION:	<table> <tr> <th>Name & Role</th><th>Responsibility or Contribution</th></tr> <tr> <td>CPO Engineering services Primary</td><td>Project Management</td></tr> <tr> <td>Utilities Primary</td><td>Involved in project planning, prioritization and technical assistance</td></tr> <tr> <td>City of St. Albert Risk & Insurance Department Secondary</td><td>Consulted on all projects to determine if insurance required.</td></tr> <tr> <td>Office of the Environment Secondary</td><td>Information and consulting</td></tr> <tr> <td>Council</td><td>Approval</td></tr> </table>	Name & Role	Responsibility or Contribution	CPO Engineering services Primary	Project Management	Utilities Primary	Involved in project planning, prioritization and technical assistance	City of St. Albert Risk & Insurance Department Secondary	Consulted on all projects to determine if insurance required.	Office of the Environment Secondary	Information and consulting	Council	Approval
Name & Role	Responsibility or Contribution												
CPO Engineering services Primary	Project Management												
Utilities Primary	Involved in project planning, prioritization and technical assistance												
City of St. Albert Risk & Insurance Department Secondary	Consulted on all projects to determine if insurance required.												
Office of the Environment Secondary	Information and consulting												
Council	Approval												

TIMELINE:	Ongoing yearly program with multiple locations in various phases of design and construction. Storm Flow Monitoring in summer months only.	
FINANCIAL INFORMATION:	Year 2019 Investment	\$3,740,000
	Year 2020 Investment	\$1,915,000
	Year 2021 Investment	\$9,540,000
	Year 2022 Investment	\$1,375,000
	Year 2023 Investment	\$4,340,000
	Year 2024 Investment	\$2,095,000
	Year 2025 Investment	\$2,665,000
	Year 2026 Investment	\$2,695,000
	Year 2027 Investment	\$2,665,000
	Year 2028 Investment	\$1,390,000
	Total	\$32,710,000
	See Capital Project Worksheet for details.	
OPERATIONAL IMPACTS:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, refer to Operating Impacts Worksheets for details.	
ASSOCIATED OPERATING BUSINESS CASE:	N/A	

APPROVAL

Author:	Kevin Cole	March 2, 2018
	Project Charter Developer	Date
Director:	Kevin Cole	March 2, 2018
	Director	Date
GM:		March 8, 2018
	General Manager	Date

CAPITAL PROJECT WORKSHEET

PROJECT COMPONENT	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Land Determined Costs											
Concept Planning	\$40,000	\$110,000	\$55,000	\$280,000	\$40,000	\$130,000	\$60,000	\$80,000	\$95,000	\$80,000	\$80,000
Detailed Planning and Design	\$160,000	\$450,000	\$230,000	\$1,140,000	\$160,000	\$520,000	\$250,000	\$315,000	\$350,000	\$315,000	\$130,000
Site Servicing											
Structure/Building Construction	\$1,145,000	\$3,160,000	\$1,610,000	\$8,100,000	\$1,155,000	\$3,670,000	\$1,765,000	\$2,250,000	\$2,500,000	\$2,250,000	\$1,160,000
Landscaping											
Construction Management	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Commissioning and QA/QC											
Contingency											
Public Participation Activities											
Equipment											
TOTAL	\$1,365,000	\$3,740,000	\$1,915,000	\$9,540,000	\$1,375,000	\$4,340,000	\$2,095,000	\$2,665,000	\$2,965,000	\$2,665,000	\$1,390,000

Please note Public Art and Branding will be reviewed and shown separately on the ten-year capital plan.

Comments:

Costs based on 2015 estimates and the first 3 years of the program are reviewed in more detail annually.

Costs in 2021 include the Deer Ridge Diversion and Wet Ponds project identified in the UMP to provide additional capacity and overflow on the existing system (divert flows from Deer Ridge to a new Storm Water Management Facility). This capital project needs further conceptual planning as it currently doesn't have a site identified.

Cost based on the following breakdown:

Cost component	Cost expected to include and assumptions
Localized Storm Issues (Complaint Driven) & Minor Sag Locations	Annual program to address small complaint driven storm problems in addition to annual budget recommended in the UMP to address minor sag issues
Large Capital Storm Upgrades	Storm LOS projects identified in 2013 UMP Update. Design and construction.
Older Neighbourhood Minor System Upgrades	Annual program which includes design and construction of areas in Sturgeon, Grandin, Mission and other older neighbourhoods requiring addition of minor system.
Storm Flow Monitoring Program	From 2015 contract prices to have 5-6 locations over summer months

OPERATING IMPACTS WORKSHEET

<input type="checkbox"/> One Time <input type="checkbox"/> Ongoing	
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OPERATING IMPACTS			
TOTAL			

CAPITAL PROJECT CHARTER

YEAR:	2019
CHARTER NUMBER:	STORM-007
CHARTER NAME:	Sedimentation and Erosion Control Plan
LEAD DEPARTMENT:	Utilities - Storm

TYPE:	<input checked="" type="checkbox"/> RMR <input type="checkbox"/> GROWTH This program supports improvements to our existing storm program to reduce sediment accumulation and erosion into the Sturgeon River.	
ASSET CATEGORY:	<input type="checkbox"/> Civic Facilities <input type="checkbox"/> Master Plan, Studies, & Other <input checked="" type="checkbox"/> Roads & Other Engineered Structures <input type="checkbox"/> Historical/Cultural	<input type="checkbox"/> Parks & Trails <input type="checkbox"/> Mobile & Other Equipment <input type="checkbox"/> Land & Land Improvements
SCOPE STATEMENT:	This program reduces the sediment accumulation into the Sturgeon River.	

PROJECT CHARTER JUSTIFICATION:	<p>This program was originally a 10-year plan from 2012 to 2021, to complete the study, design, and construction of sediment control measures for the storm water system to reduce the accumulation of sediments in the Sturgeon River.</p> <p>Alberta Environment Guidelines for Stormwater indicate 85% of sediment 75 microns or larger must be removed from storm water prior to release to a natural water body.</p> <p>The 2014 Sedimentation and Erosion Control Program Update prioritized several outfalls to be outfitted with sedimentation control facilities based on sedimentation loading due to basin size and land use as well as magnitude of observed sediment deposit at outfall.</p> <p>This Update also assessed the condition of all storm outfalls into the Sturgeon River. It was advised that sedimentation control facilities be installed at outfalls requiring rehabilitation. Based on this recommendation, the program has been extended to address all of the high priority outfalls. This will extend the program until 2024.</p>
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Project Risks

Plans based on current Alberta Environment Stormwater Guidelines, these could become more restrictive at any time.

Projects in the floodplain may require environmental approvals from Environment Canada, Department of Fisheries and Oceans, Alberta Environment, Public lands or Transport Canada, as well as First Nations Consultation and permits under the Alberta Historical Resources Act. Recent changes to some of these agencies may see increased permit processing timelines.

Land is available for the construction of most feasible solution, i.e. grit interceptors, sedimentation ponds, erosion control measures, for each outfall or ravine.

Weather is a concern with these types of projects and as such fall construction is ideal

Soil conditions

Qualified contractors are available

Affected infrastructure relocations and repairs


Assumption

- The City will comply with current federal and provincial regulations related to stormwater and its effects to the environment.
- Land is available and sufficient
- Budget will be approved and is adequate
- Weather will be conducive to fall construction
- AENV will provide approval
- Soil conditions are conducive to chosen construction method
- Qualified contractors are available

	<p>Impacts</p> <ul style="list-style-type: none">- Changes in regulations and legislation could change scope of projects in future years.- Design and construction costs could escalate more than anticipated- Project delays could be realized <p>Lifecycle Costing</p> <p>Underground Utilities have a life cycle of approximately 75 years according to Tangible Capital Asset reporting.</p>															
COMMUNITY VISION – PILLAR / STRATEGY & RESULT:	<p>The Sedimentation and Erosion Control Program aligns with supporting Natural Environment, specifically:</p> <p>We stand united to preserve, protect and enjoy our Sturgeon River valley, natural areas and ravines and their contribution to biodiversity.</p> <p>Strategies include:</p> <p>Improve the water quality of the Sturgeon River through protection of the floodplain and riparian wetland natural areas, improved storm water management techniques and community education.</p>															
STAKEHOLDER IDENTIFICATION:	<table><tr><th>Name & Role</th><th>Responsibility or Contribution</th></tr><tr><td>CPO Engineering services Primary</td><td>Project Management</td></tr><tr><td>Utilities Primary</td><td>Utility Infrastructure Owner</td></tr><tr><td>Infrastructure Branch - Primary</td><td>Input on capacity requirements, maintenance schedules, replacement timelines that could affect design</td></tr><tr><td>Office of Community Sustainability - Primary</td><td>Information and consulting, assistance with environmental regulatory requirements, public educational aspects, attend open houses</td></tr><tr><td>City of St. Albert Risk & Insurance Department</td><td>Consulted on all projects to determine if insurance required</td></tr><tr><td>City Culture Dept - secondary</td><td>Consulted for future Public Art opportunities</td></tr></table>		Name & Role	Responsibility or Contribution	CPO Engineering services Primary	Project Management	Utilities Primary	Utility Infrastructure Owner	Infrastructure Branch - Primary	Input on capacity requirements, maintenance schedules, replacement timelines that could affect design	Office of Community Sustainability - Primary	Information and consulting, assistance with environmental regulatory requirements, public educational aspects, attend open houses	City of St. Albert Risk & Insurance Department	Consulted on all projects to determine if insurance required	City Culture Dept - secondary	Consulted for future Public Art opportunities
Name & Role	Responsibility or Contribution															
CPO Engineering services Primary	Project Management															
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Infrastructure Branch - Primary	Input on capacity requirements, maintenance schedules, replacement timelines that could affect design															
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City of St. Albert Risk & Insurance Department	Consulted on all projects to determine if insurance required															
City Culture Dept - secondary	Consulted for future Public Art opportunities															
TIMELINE:	<p>2012 – 2017 – Outfalls completed to date include #3, #6, #7, #9, and #11.</p> <p>2018 – Outfall #4 is ongoing, and #8 and #10 will be designed and constructed in 2018/19</p> <p>2019 - 2024 – Remaining outfalls based on sedimentation include, #8b and #12. Design is scheduled one year prior to construction. Outfalls #5, #11D, #19 and #17A/17B have been added to the program based on high priority outfall repairs.</p>															
FINANCIAL INFORMATION:		\$2,395,000														

	Year 2019 Investment	\$1,715,000
	Year 2020 Investment	\$1,616,000
	Year 2021 Investment	\$1,165,000
	Year 2023 Investment	\$2,398,000
	Year 2024 Investment	\$500,000
	Year 2024 Investment	
	Year 2024 Investment	
	Total	\$9,789,000
See Capital Project Worksheet for details.		
OPERATIONAL IMPACTS:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, refer to Operating Impacts Worksheets for details.	
ASSOCIATED OPERATING BUSINESS CASE:	N/A	

APPROVAL

Author:	Kevin Cole	February 28, 2018
	Project Charter Developer	Date
Director:	Kevin Cole	February 28, 2018
	Director	Date
GM:		March 8, 2018
	General Manager	Date

CAPITAL PROJECT WORKSHEET

PROJECT COMPONENT	2019	2020	2021	2022	2023	2024				
Land Determined Costs										
Concept Planning										
Detailed Planning and Design	\$258,000	\$262,000	\$134,000	\$410,000	\$85,000					
Site Servicing										
Structure/Building Construction	\$2,137,000	\$1,453,000	\$1,482,000	\$755,000	\$2,313,000	\$500,000				
Landscaping										
Construction Management										
Commissioning and QA/QC										
Contingency										
Public Participation Activities										
Equipment										
TOTAL	\$2,395,000	\$1,715,000	\$1,616,000	\$1,165,000	\$2,398,000	\$500,000				

Please note Public Art and Branding will be reviewed and shown separately on the ten-year capital plan.

Comments:

Costs are based on 2014 program update by Stantec and recent historical information from past outfall projects.

Inflation of 3% is applied to each year based on 2014 cost estimates. Funding is to be from the utility model. Design to occur 1 years prior to construction.

Design and Construction Schedule by Outfall is currently:

Outfall #	Design Year	Construction Year
10	2018	2019
8	2018	2019
8B/12	2019	2020
5	2020	2021
11D	2021	2022
19	2022	2023
17A/17B	2023	2024

OPERATING IMPACTS WORKSHEET

<input type="checkbox"/> One Time	An additional \$5,000/year per outfall is required for cleaning and maintenance of the Sedimentation Control Devices. Costs will begin after Final Acceptance, 2 years after project completion.
<input checked="" type="checkbox"/> Ongoing	

OPERATING IMPACTS	2019	2020	2021
Outfall 10 – Sedimentation Control Device Cleaning/Maintenance		\$3,000	\$3,000
Outfall 4 - Sedimentation Control Device Cleaning/Maintenance	\$3,000	\$3,000	\$3,000
Outfall 8 – Sedimentation Control Device Cleaning/Maintenance		\$3,000	\$3,000
TOTAL	\$3,000	\$9,000	\$9,000

CAPITAL PROJECT CHARTER

YEAR:	2019
CHARTER NUMBER:	WASWT-001
CHARTER NAME:	Wastewater Rehabilitation Program
LEAD DEPARTMENT:	Utilities - Wastewater


TYPE:	<input checked="" type="checkbox"/> RMR <input type="checkbox"/> GROWTH	
	This project supports on-going replacement, maintenance and rehabilitation of existing wastewater systems infrastructure.	
ASSET CATEGORY:	<input type="checkbox"/> Civic Facilities <input type="checkbox"/> Master Plan, Studies, & Other <input checked="" type="checkbox"/> Roads & Other Engineered Structures <input type="checkbox"/> Historical/Cultural	<input type="checkbox"/> Parks & Trails <input type="checkbox"/> Mobile & Other Equipment <input type="checkbox"/> Land & Land Improvements
SCOPE STATEMENT:	To optimize the capacity and timely rehabilitation of the City's wastewater collection system through proactive programs and initiatives.	

PROJECT CHARTER JUSTIFICATION:	<p>This project encompasses Inflow and Infiltration reduction programs, the replacement/rehabilitation of wastewater assets nearing, at, or beyond the end of life cycle and CCTV inspection programs.</p> <p>This project enables the City to continue the proactive programs and system upgrades with an outcome to reduce water infiltration into the wastewater collection system. As a result, this supports the increased capacity for the wastewater flows, reduces the potential risks associated with peak flows, and wastewater surcharging.</p> <p>The project also provides the funding needed for the rehabilitation or replacement of wastewater appurtenances (i.e. piping, valves, pumps and access points) as determined through necessary operation and maintenance program activities, wastewater system studies, CCTV inspection programs that identify asset condition and prioritization and other supporting analytics.</p> <p><u>Project Risks or Constraints</u></p> <p>Inclement weather, contractor availability, seasonal staff availability, conflicting underground infrastructure, emergency breakdowns may require priorities to be shifted.</p> <p><u>Assumptions</u></p> <p>For the purpose of this project it is assumed that the funding is approved and contractors will be available to complete the work</p>
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	<p>pending on weather. Also, it is assumed that the costs will not substantially differ from the previous year.</p> <p><u>Impacts</u></p> <p>The 2019 Inflow and Infiltration program is required to populate the City's utility model. If this project did not move forward, the data required for wastewater modeling would not exist which would affect the accuracy of the model. Also, the replacement of prioritized / end of life cycle infrastructure would not occur.</p>	
COMMUNITY VISION – PILLAR / STRATEGY & RESULT:	<p>Built Environment – We build our community towards the future to sustain balanced development, with a reverent eye to the past, honouring our unique settlement history and distinct identity.</p> <p>3.4 Ensure that municipal utilities and services are provided in an efficient, economic, coordinated and timely manner relative to the desired development of the city.</p> <p>4.0 We build innovative, long lasting infrastructure that is efficient, minimizes the use of our natural resources and creates harmony between the natural and built environment.</p> <p>4.1 Maintain corporate and infrastructure assets in an efficient and sustainable manner that meets the present and future growth needs of the city and in accordance with approved guiding principles.</p>	
STAKEHOLDER IDENTIFICATION:	<p>Utilities Manager – Primary</p> <p>Finance – budget allocation and approval</p> <p>Capital Projects Office - Secondary</p> <p>Risk and Insurance- Secondary</p>	
TIMELINE:	<p>The majority of the work is seasonal in nature and can only be completed during the spring and summer. Seasonal field staff commence their work in May to assess flow data loggers for wastewater modeling input.</p> <p>Testing and commissioning of replaced infrastructure occurs immediately after replacement is completed.</p>	
FINANCIAL INFORMATION:	Year 2019 Investment	\$261,000
	Year 2020 Investment	\$268,000
	Year 2021 Investment	\$268,000
	Year 2022 Investment	\$268,000
	Year 2023 Investment	\$268,000
	Year 2024 Investment	\$268,000
	Year 2025 Investment	\$268,000
	Year 2026 Investment	\$268,000
	Year 2027 Investment	\$268,000
	Year 2028 Investment	\$268,000
	Total	\$2,673,000
	See Capital Project Worksheet for details.	

OPERATIONAL IMPACTS:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, refer to Operating Impacts Worksheets for details.
ASSOCIATED OPERATING BUSINESS CASE:	N/A

APPROVAL

Author:	Brian Brost, Manager of Utilities	February 28, 2018
	Project Charter Developer	Date
Director:	Kevin Cole	February 28, 2018
	Director	Date
GM:		March 8, 2018
	General Manager	Date

CAPITAL PROJECT WORKSHEET

PROJECT COMPONENT	2019	2020	2021	2022	2023	2024	2025	2026	2027	2018
Land Determined Costs										
Concept Planning										
Detailed Planning and Design										
Site Servicing										
Structure/Building Construction	\$261,000	\$268,000	\$268,000	\$268,000	\$268,000	\$268,000	\$268,000	\$268,000	\$268,000	\$268,000
Landscaping										
Construction Management										
Commissioning and QA/QC										
Contingency										
Public Participation Activities										
Equipment										
TOTAL	\$261,000	\$268,000	\$268,000	\$268,000	\$268,000	\$268,000	\$268,000	\$268,000	\$268,000	\$268,000

Please note Public Art and Branding will be reviewed and shown separately on the ten-year capital plan.

Comments:

OPERATING IMPACTS WORKSHEET

<input type="checkbox"/> One Time <input type="checkbox"/> Ongoing	
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OPERATING IMPACTS			
TOTAL			

CAPITAL PROJECT CHARTER

YEAR:	2019
CHARTER NUMBER:	WASWT-002
CHARTER NAME:	Wastewater Household Service Replacement
LEAD DEPARTMENT:	Utilities - Wastewater


TYPE:	<input checked="" type="checkbox"/> RMR <input type="checkbox"/> GROWTH This project supports on-going replacement/rehabilitation of existing wastewater services that are defective.	
ASSET CATEGORY:	<input type="checkbox"/> Civic Facilities <input type="checkbox"/> Master Plan, Studies, & Other <input checked="" type="checkbox"/> Roads & Other Engineered Structures <input type="checkbox"/> Historical/Cultural	<input type="checkbox"/> Parks & Trails <input type="checkbox"/> Mobile & Other Equipment <input type="checkbox"/> Land & Land Improvements
SCOPE STATEMENT:	To support the timely and cost effective replacement or rehabilitation of the City's portion of defective wastewater services to improve system reliability and achieve demonstrated cost savings for both the resident and the City.	

PROJECT CHARTER JUSTIFICATION:	<p>Within the annual budget value of \$250,000 approximately 50 wastewater services (dependent upon the complexity of each service/construction method) can be replaced or rehabilitated accounting for the City's portion of the cost. the homeowner is responsible for their portion of the wastewater service replacement from connection at property line to their home if required. Overall, the cost savings to be realized are a result of sharing costs (i.e. expense for mobilization/demobilization of equipment, utility locates, and other applicable construction activities) between the City and the homeowner as opposed to both parties incurring these costs solely.</p> <p>Approximately 19,000 residential sanitary services exist in the City with life cycles spanning 50 years yet remaining (new) to those requiring immediate replacement. A range of wastewater service laterals within the City have varying types of structural deficiencies requiring frequent maintenance to prevent sewer backups and several circumstances, the deficiencies occur regardless of life cycle.</p> <p>The allocation of this budget essentially reduces the amount of sewer backups that have or could potentially occur as well as ongoing associated sewer service maintenance work that is conducted due to deficiencies.</p>
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	<p><u>Project Risks or Constraints</u></p> <p>Inclement weather, contractor availability, seasonal staff availability, conflicting underground infrastructure. Residents unwilling to rehab private portion of the service.</p> <p><u>Assumptions</u></p> <p>For the purpose of this project it is assumed that the funding is approved, contractors will be available to complete the work pending normal seasonal weather, and that the costs will not substantially increase from previous year.</p> <p><u>Impacts</u></p> <p>If the assumption is incorrect the amount of services expected to be replaced in 2019 would reduce.</p>	
COMMUNITY VISION – PILLAR / STRATEGY & RESULT:	<p>Built Environment – We build our community towards the future to sustain balanced development, with a reverent eye to the past, honouring our unique settlement history and distinct identity.</p> <p>3.4 Ensure that municipal utilities and services are provided in an efficient, economic, coordinated and timely manner relative to the desired development of the city.</p> <p>4.0 We build innovative, long lasting infrastructure that is efficient, minimizes the use of our natural resources and creates harmony between the natural and built environment.</p> <p>4.1 Maintain corporate and infrastructure assets in an efficient and sustainable manner that meets the present and future growth needs of the city and in accordance with approved guiding principles.</p>	
STAKEHOLDER IDENTIFICATION:	<p>Utilities Manager – Primary</p> <p>Finance – budget allocation and approval</p> <p>Capital Projects Office - Secondary</p> <p>Risk and Insurance- Secondary</p>	
TIMELINE:	<p>Q1: RFQ</p> <p>Q2-Q4: Construction</p> <p>Testing and commissioning to take place immediately after replacement is completed. Concrete and landscape restoration occurs in collaboration with PW Operations scheduling.</p>	
FINANCIAL INFORMATION:	<p>Year 2019 Investment</p> <p>Year 2020 Investment</p> <p>Year 2021 Investment</p> <p>Year 2022 Investment</p> <p>Year 2023 Investment</p> <p>Year 2024 Investment</p> <p>Year 2025 Investment</p> <p>Year 2026 Investment</p> <p>Year 2027 Investment</p> <p>Year 2028 Investment</p>	<p>\$250,000</p> <p>\$250,000</p> <p>\$250,000</p> <p>\$250,000</p> <p>\$250,000</p> <p>\$250,000</p> <p>\$250,000</p> <p>\$250,000</p> <p>\$250,000</p> <p>\$250,000</p>

	Total	\$2,500,000
	See Capital Project Worksheet for details.	
OPERATIONAL IMPACTS:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, refer to Operating Impacts Worksheets for details.	
ASSOCIATED OPERATING BUSINESS CASE:	N/A	

APPROVAL

Author:	Brian Brost, Manager of Utilities	February 28, 2018
	Project Charter Developer	Date
Director:	Kevin Cole	February 28, 2018
	Director	Date
GM:		March 8, 2018
	General Manager	Date

CAPITAL PROJECT WORKSHEET

PROJECT COMPONENT	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Land Determined Costs										
Concept Planning										
Detailed Planning and Design										
Site Servicing										
Structure/Building Construction	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
Landscaping										
Construction Management										
Commissioning and QA/QC										
Contingency										
Public Participation Activities										
Equipment										
TOTAL	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000

Please note Public Art and Branding will be reviewed and shown separately on the ten-year capital plan.

Comments:

OPERATING IMPACTS WORKSHEET

<input type="checkbox"/> One Time <input type="checkbox"/> Ongoing	
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OPERATING IMPACTS			
TOTAL			

CAPITAL PROJECT CHARTER

YEAR:	2019
CHARTER NUMBER:	WASWT-003
CHARTER NAME:	Wastewater Main Replacement
LEAD DEPARTMENT:	Utilities - Wastewater


TYPE:	<input checked="" type="checkbox"/> RMR <input type="checkbox"/> GROWTH This project supports the on-going assessment, rehabilitation and replacement of existing wastewater system infrastructure.	
ASSET CATEGORY:	<input type="checkbox"/> Civic Facilities <input type="checkbox"/> Master Plan, Studies, & Other <input type="checkbox"/> Roads & Other Engineered Structures <input type="checkbox"/> Historical/Cultural	<input type="checkbox"/> Parks & Trails <input type="checkbox"/> Mobile & Other Equipment <input checked="" type="checkbox"/> Land & Land Improvements
SCOPE STATEMENT:	Rehabilitation of wastewater infrastructure as determined through asset management and prioritization plans.	

PROJECT CHARTER JUSTIFICATION:	<p>Repair of the wastewater main line pipes through various methods including the Cured in Place Pipe (CIPP Lining Program) and open cut methodologies. The pipe rehabilitation is prioritized based on data collected through Closed Circuit Television (CCTV) and excessive operation and maintenance issues.</p> <p>This ongoing initiative enables the City to proactively address the rehabilitation of structurally deficient pipes in the wastewater collection system. The goal of this program is to repair pipes before they degrade to such a point that there is serious risk of catastrophic failure, after which the costs of repair increases significantly and negatively impact the level of service provided by this infrastructure until repair is completed.</p> <p>Asset Condition: The focus over the last several winters has been to get the backlog of video assessment data reviewed and now can focus on further assessment and prioritization of projects. This is an ongoing program, meaning that as sewer is rehabilitated, more needs are going to be identified through condition assessment as sewer ages and deteriorate.</p> <p>This program will also be used to address manhole rehabilitation for manholes on sewer mains that are in poor condition. We will also use this budget to perform a study regarding H2S levels, their</p>
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	<p>effects on our current infrastructure, and potential solutions to decrease H2S gas and therefore extend infrastructure life.</p> <p>Project Risks</p> <ol style="list-style-type: none"> 1. Finding additional issues with existing pipes when uncovered or when pre-inspection video condition is worse than expected. 2. The repairs are not completed prior to more expensive repairs or replacement being required. 3. High flows in some trunks during peak daytime hours may require work to be done during the night in residential neighbourhoods to reduce risk of basement back-ups. 4. Some major wastewater mains are along major arterials requiring traffic impacts or night work. <p>Assumptions</p> <ol style="list-style-type: none"> 1. Issues will not be encountered that will change the scope of the program. 2. Qualified Contractors and supplies will be available to perform work on time. 3. That large diameter and high cost projects (over annual \$500-\$600K budget) will be identified every 3 years. 4. No major breakthroughs in trenchless technologies and recommended best practices for waste water main rehabilitation therefore pricing will remain consistent with allowance for 5% inflation. 5. Number of new mains identified for rehabilitation with annual video inspections will remain consistent as in past years and proposed project budget will continue to reduce overall amount of Level 4 and 5 rated pipes. <p>Impacts</p> <ol style="list-style-type: none"> 1. Cost overrun and project delay. 2. Rehabilitation on wastewater pipes postponed until contractors become available. 3. Large cost rehabs do not occur on one of the larger budget years. Either have to go back to Council for higher budget or delay project by one-two years to ensure adequate budget. 4. Actual construction costs will be affected either negatively or positively depending on cost of new types of rehabilitation 5. Overall program progress could be affected positively or negatively which may require annual adjustment of capital program. <p>Lifecycle Costing Underground utilities have a life of 75 years. With this program it will insure continued service through the pipes capacity and functionality.</p>
COMMUNITY VISION – PILLAR / STRATEGY & RESULT:	<p>The Wastewater Main Replacement program aligns with supporting Built Environment, specifically:</p> <p>We plan and manage the growth of our city so future generations can inherit the same strong, vibrant community we've enjoyed.</p> <p>Strategies include:</p>

	Ensure that municipal utilities and services are provided in an efficient, economic, coordinated, and timely manner relative to the desired development of the city.																							
STAKEHOLDER IDENTIFICATION:	<table border="1"> <thead> <tr> <th>Name & Role</th><th>Responsibility or Contribution</th></tr> </thead> <tbody> <tr> <td>Engineering Services Primary</td><td>Project Management</td></tr> <tr> <td>Public Works – Utilities Primary</td><td>Information – technical assistance</td></tr> <tr> <td>Residents Secondary</td><td>Information</td></tr> <tr> <td>City of St. Albert Risk & Insurance Department</td><td>Consulted on all projects to determine if insurance is required.</td></tr> <tr> <td>City Council</td><td>Approval</td></tr> </tbody> </table>		Name & Role	Responsibility or Contribution	Engineering Services Primary	Project Management	Public Works – Utilities Primary	Information – technical assistance	Residents Secondary	Information	City of St. Albert Risk & Insurance Department	Consulted on all projects to determine if insurance is required.	City Council	Approval										
Name & Role	Responsibility or Contribution																							
Engineering Services Primary	Project Management																							
Public Works – Utilities Primary	Information – technical assistance																							
Residents Secondary	Information																							
City of St. Albert Risk & Insurance Department	Consulted on all projects to determine if insurance is required.																							
City Council	Approval																							
TIMELINE:	Ongoing yearly program, with a larger project taking place every third year.																							
FINANCIAL INFORMATION:	<table border="1"> <tbody> <tr> <td>Year 2019 Investment</td><td>\$688,000</td></tr> <tr> <td>Year 2020 Investment</td><td>\$1,250,000</td></tr> <tr> <td>Year 2021 Investment</td><td>\$688,000</td></tr> <tr> <td>Year 2022 Investment</td><td>\$688,000</td></tr> <tr> <td>Year 2023 Investment</td><td>\$1,250,000</td></tr> <tr> <td>Year 2024 Investment</td><td>\$688,000</td></tr> <tr> <td>Year 2025 Investment</td><td>\$688,000</td></tr> <tr> <td>Year 2026 Investment</td><td>\$1,250,000</td></tr> <tr> <td>Year 2027 Investment</td><td>\$688,000</td></tr> <tr> <td>Year 2028 Investment</td><td>\$688,000</td></tr> <tr> <td>Total</td><td>\$8,566,000</td></tr> </tbody> </table> <p>See Capital Project Worksheet for details.</p>		Year 2019 Investment	\$688,000	Year 2020 Investment	\$1,250,000	Year 2021 Investment	\$688,000	Year 2022 Investment	\$688,000	Year 2023 Investment	\$1,250,000	Year 2024 Investment	\$688,000	Year 2025 Investment	\$688,000	Year 2026 Investment	\$1,250,000	Year 2027 Investment	\$688,000	Year 2028 Investment	\$688,000	Total	\$8,566,000
Year 2019 Investment	\$688,000																							
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Year 2028 Investment	\$688,000																							
Total	\$8,566,000																							
OPERATIONAL IMPACTS:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, refer to Operating Impacts Worksheets for details.																							
ASSOCIATED OPERATING BUSINESS CASE:	N/A																							

APPROVAL

Author:	Kevin Cole	March 1, 2018
	Project Charter Developer	Date
Director:	Kevin Cole	March 1, 2018
	Director	Date
GM:		March 8, 2018
	General Manager	Date

CAPITAL PROJECT WORKSHEET

PROJECT COMPONENT	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Land Determined Costs										
Concept Planning	\$20,500	\$37,500	\$20,500	\$20,500	\$37,500	\$20,500	\$20,500	\$37,500	\$20,500	\$20,500
Detailed Planning and Design	\$82,500	\$150,000	\$82,500	\$82,500	\$150,000	\$82,500	\$82,500	\$150,000	\$82,500	\$82,500
Site Servicing										
Structure/Building Construction	\$585,000	\$1,062,500	\$585,000	\$585,000	\$1,062,500	\$585,000	\$585,000	\$1,062,500	\$585,000	\$585,000
Landscaping										
Construction Management										
Commissioning and QA/QC										
Contingency										
Public Participation Activities										
Equipment										
TOTAL	\$688,000	\$1,250,000	\$688,000	\$688,000	\$1,250,000	\$688,000	\$688,000	\$1,250,000	\$688,000	\$688,000

Please note Public Art and Branding will be reviewed and shown separately on the ten-year capital plan.

Comments:
 Costs have not been increased for inflation this year
 Included \$560,000 every three years (2020, 2023, and 2026) for a large diameter rehabilitation as identified by the asset management program.

OPERATING IMPACTS WORKSHEET

<input type="checkbox"/> One Time <input type="checkbox"/> Ongoing	
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OPERATING IMPACTS			
TOTAL			

CAPITAL PROJECT CHARTER

YEAR:	2018
CHARTER NUMBER:	WASWT-004
CHARTER NAME:	Wastewater Collection System Level of Service (LOS)
LEAD DEPARTMENT:	Utilities - Wastewater

TYPE:	<input checked="" type="checkbox"/> RMR <input type="checkbox"/> GROWTH This project supports our existing wastewater system by addressing level of service limitations and increasing the capacity of our existing system.	
ASSET CATEGORY:	<input type="checkbox"/> Civic Facilities <input type="checkbox"/> Master Plan, Studies, & Other <input checked="" type="checkbox"/> Roads & Other Engineered Structures <input type="checkbox"/> Historical/Cultural	<input type="checkbox"/> Parks & Trails <input type="checkbox"/> Mobile & Other Equipment <input type="checkbox"/> Land & Land Improvements
SCOPE STATEMENT:	Provide relief to areas affected by level of service limitations such as risk of basement flooding.	


PROJECT CHARTER JUSTIFICATION:	<p>This charter is intended to address level of service needs (i.e. increasing capacity of selected mains) as identified in the 2014 Utility Master Plan Update. While WASWT-003 addresses needs from a life cycle perspective (i.e. aging pipes), this charter is intended to provide relief to areas affected by level of service limitations such as surcharging of mains causing basement flooding.</p> <p>The Utility Master Plan indicated a need for level of service (LOS) improvements throughout the wastewater collection system. This program will begin to address these LOS locations on a priority basis addressing additional capacity requirements through redesign and enhancement of the existing infrastructure or potentially new infrastructure.</p> <p>A portion of the annual funding is to support wastewater flow monitoring locations to field verify the model results and aid in prioritization of the identified wastewater LOS locations.</p> <p>A concept review was completed in 2016 which indicated that the next 3 priorities will be as follows:</p> <p>2019: Design – Langley Ave/Malmo Ave</p>
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	<p>2020: Construction – Langley Ave/Malmo Ave</p> <p>2021: Design – Woodlands Road</p> <p>2022: Construction – Woodlands Road</p> <p>It is anticipated that further priorities will be determined in the 2018/19 UMP Update. The charters will be updated with more precise amounts for future locations (2023 and later) at that time.</p> <p>Project Risks</p> <ul style="list-style-type: none"> • Areas identified for additional capacity will not expose more work than estimated. • Construction cost will be within approved budget. • Contractors will be available to perform work. • Weather has significant impact on wastewater flows which will impact unpredictability of by-pass pumping and construction costs as well as schedule. • Soil conditions affecting construction method and schedule. • Utility conflicts. • Maintain existing level of service during construction and commissioning in all flow conditions. <p>Assumptions</p> <ol style="list-style-type: none"> 1. Issues will not be encountered with existing infrastructure and conditions that will change the scope of the program. 2. Plan will be reflective of optimizing both development and capacity issues. 3. Not performing the work will results in increase risk of basement flooding for affected properties in wet weather flow conditions. 4. Funds available will be sufficient. 5. Qualified contractors will be available for work. 6. Weather will not delay work 7. Work on major roadways will be able. 8. No unknown utility conflicts. 9. Services will be able to be maintained during construction. 10. Soil conditions will allow for any type of construction methods <p>Impacts</p> <ol style="list-style-type: none"> 1. Change of construction method, increased construction cost with scope increase, schedule delay. 2. Increase risk of basement flooding or Development occurs prior to upgrade resulting in additional capacity issues. 3. Not performing the work will results in increase risk of basement flooding for affected properties in wet weather flow conditions. 4. Will have to delay project year or go to Council for increased budget. 5. Affects schedule and costs as lack of interest from contractors may require specialized procurement strategy. Re-tendering and delays on carrying out the work. 6. Increased construction cost and schedule delay. 7. Construction schedule adjusted to accommodate traffic and local users. 8. Impacts schedule and costs.
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	9. Increased cost to develop and maintain interim servicing strategy during construction. Lifecycle Costing <ul style="list-style-type: none">Underground utilities have a life of 75 years according to Tangible capital asset reporting.											
COMMUNITY VISION – PILLAR / STRATEGY & RESULT:	The Wastewater Collection System Level of Service program aligns with supporting Built Environment, specifically: We plan and manage the growth of our city so future generations can inherit the same strong, vibrant community we’ve enjoyed. Strategies include: Ensure that municipal utilities and services are provided in an efficient, economic, coordinated, and timely manner relative to the desired development of the city.											
STAKEHOLDER IDENTIFICATION:	<table><tr><th>Name & Role</th><th>Responsibility or Contribution</th></tr><tr><td>CPO Engineering services Primary</td><td>Project Management</td></tr><tr><td>Utilities Primary</td><td>Owner of the infrastructure Involved in project planning, prioritization and technical assistance</td></tr><tr><td>City of St. Albert Risk & Insurance Department</td><td>Consulted on all projects to determine if insurance is required.</td></tr><tr><td>Council & Residents in area Secondary</td><td>Information and timelines</td></tr></table>		Name & Role	Responsibility or Contribution	CPO Engineering services Primary	Project Management	Utilities Primary	Owner of the infrastructure Involved in project planning, prioritization and technical assistance	City of St. Albert Risk & Insurance Department	Consulted on all projects to determine if insurance is required.	Council & Residents in area Secondary	Information and timelines
Name & Role	Responsibility or Contribution											
CPO Engineering services Primary	Project Management											
Utilities Primary	Owner of the infrastructure Involved in project planning, prioritization and technical assistance											
City of St. Albert Risk & Insurance Department	Consulted on all projects to determine if insurance is required.											
Council & Residents in area Secondary	Information and timelines											
TIMELINE:	Bi-annual program. In each of the following year: 2019, 2021, 2023 and 2025, 2027 - Design and engineering will be completed. 2020, 2022, 2024 and 2026, 2028 - Construction will be started and completed.											
FINANCIAL INFORMATION:	Year 2019 Investment Year 2020 Investment Year 2021 Investment Year 2022 Investment Year 2023 Investment Year 2024 Investment Year 2025 Investment Year 2026 Investment Year 2027 Investment	\$440,000 \$1,417,000 \$490,000 \$3,054,000 \$460,000 \$2,840,000 \$460,000 \$2,840,000 \$460,000										

	Year 2028 Investment	\$2,840,000
	Total	\$15,301,000
	See Capital Project Worksheet for details.	
OPERATIONAL IMPACTS:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, refer to Operating Impacts Worksheets for details.	
ASSOCIATED OPERATING BUSINESS CASE:	N/A	

APPROVAL

Author:	Michele Habrylo	March 1, 2018
	Project Charter Developer	Date
Director:	Kevin Cole	March 1, 2018
	Director	Date
GM:		March 8, 2018
	General Manager	Date

CAPITAL PROJECT WORKSHEET

PROJECT COMPONENT	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Land Determined Costs										
Concept Planning										
Detailed Planning and Design	\$400,000		\$450,000		\$420,000		\$420,000		\$420,000	
Site Servicing										
Structure/Building Construction		\$1,377,000		\$3,014,000		\$2,800,000		\$2,800,000		\$2,800,000
Landscaping										
Construction Management	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
Commissioning and QA/QC										
Contingency										
Public Participation Activities										
Equipment										
TOTAL	\$440,000	\$1,417,000	\$490,000	\$3,054,000	\$460,000	\$2,840,000	\$460,000	\$2,840,000	\$460,000	\$2,840,000

Please note Public Art and Branding will be reviewed and shown separately on the ten-year capital plan.

Comments:

OPERATING IMPACTS WORKSHEET

<input type="checkbox"/> One Time <input type="checkbox"/> Ongoing	
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OPERATING IMPACTS			
TOTAL			

CAPITAL PROJECT CHARTER

YEAR:	2019
CHARTER NUMBER:	WASWT-007
CHARTER NAME:	Wastewater CCTV Equipment Replacement Requirements
LEAD DEPARTMENT:	Utilities - Wastewater


TYPE:	<input checked="" type="checkbox"/> RMR <input type="checkbox"/> GROWTH This program supports the purchase of “closed circuit camera television” (CCTV) lateral launch inspection equipment.	
ASSET CATEGORY:	<input type="checkbox"/> Civic Facilities <input type="checkbox"/> Master Plan, Studies, & Other <input type="checkbox"/> Roads & Other Engineered Structures <input type="checkbox"/> Historical/Cultural	<input type="checkbox"/> Parks & Trails <input checked="" type="checkbox"/> Mobile & Other Equipment <input type="checkbox"/> Land & Land Improvements
SCOPE STATEMENT:	To purchase new “closed circuit camera television” (CCTV) lateral launch inspection equipment that is integral to effectively assessing the condition of infrastructure and establishing analytics that drive applicable preventative repairs, maintenance or replacement of wastewater pipelines and service laterals.	

PROJECT CHARTER JUSTIFICATION:	<p>Current inspection process of wastewater services is carried out by personnel gaining access into homes typically after a resident reports a problem or back-up of a sewer service. In response and as a service by the City personnel conduct inspection through a laborious method of carrying equipment into the home, access sewer service clean-outs and complete the inspection with camera/cable equipment being extended and exposed to the sewer then retrieved all the equipment while attempting to maintain a clean work space within the home.</p> <p>Approximately 1000 inspections are conducted annually in this reactionary method however, advances and innovation in inspection equipment offers the ability for proactive inspections of sewer laterals without any entry into the home and ability to detect a problem or assess conditions for RMR planning through a planned approach.</p> <p>Benefits of this project investment include:</p> <ul style="list-style-type: none"> Improved service to residents whereas significantly reducing the need/reasoning for entry into homes compared to traditional inspection methods; allows for inspections of service laterals concurrently with mainline inspections being performed realizing significant productivity/efficiencies;
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	<ul style="list-style-type: none"> conducting proactive inspections through a mainline entry along with inspection of the mainline significantly improves the ability to determine asset condition and annual capital program planning; offers the ability to recognize sewer/service conditions that if otherwise unnoticed or attended to, may likely cause a back-up; and Existing CCTV inspection equipment does not permit this capability of inspection however, its' design is compatible with "plug and deployment" of the same manufacturer equipment. 																						
COMMUNITY VISION – PILLAR / STRATEGY & RESULT:	<p>Built Environment – We build our community towards the future to sustain balanced development, with a reverent eye to the past, honouring our unique settlement history and distinct identity.</p> <p>3.4 Ensure that municipal utilities and services are provided in an efficient, economic, coordinated and timely manner relative to the desired development of the city.</p> <p>4.0 We build innovative, long lasting infrastructure that is efficient, minimizes the use of our natural resources and creates harmony between the natural and built environment.</p> <p>4.1 Maintain corporate and infrastructure assets in an efficient and sustainable manner that meets the present and future growth needs of the city and in accordance with approved guiding principles.</p>																						
STAKEHOLDER IDENTIFICATION:	<p>Utilities Manager – Primary</p> <p>Finance – budget allocation and approval</p> <p>Capital Projects Office - Secondary</p> <p>Risk and Insurance- Secondary</p>																						
TIMELINE:	<p>Q1: RFQ</p> <p>Q3: Installation & Commissioning</p>																						
FINANCIAL INFORMATION:	<table border="1"> <tr> <td>Year 2019 Investment</td><td>\$130,000</td></tr> <tr> <td>Year 2020 Investment</td><td>\$0</td></tr> <tr> <td>Year 2021 Investment</td><td>\$0</td></tr> <tr> <td>Year 2022 Investment</td><td>\$0</td></tr> <tr> <td>Year 2023 Investment</td><td>\$0</td></tr> <tr> <td>Year 2024 Investment</td><td>\$0</td></tr> <tr> <td>Year 2025 Investment</td><td>\$0</td></tr> <tr> <td>Year 2026 Investment</td><td>\$0</td></tr> <tr> <td>Year 2027 Investment</td><td>\$0</td></tr> <tr> <td>Year 2028 Investment</td><td>\$0</td></tr> <tr> <td>Total</td><td>\$130,000</td></tr> </table> <p>See Capital Project Worksheet for details.</p>	Year 2019 Investment	\$130,000	Year 2020 Investment	\$0	Year 2021 Investment	\$0	Year 2022 Investment	\$0	Year 2023 Investment	\$0	Year 2024 Investment	\$0	Year 2025 Investment	\$0	Year 2026 Investment	\$0	Year 2027 Investment	\$0	Year 2028 Investment	\$0	Total	\$130,000
Year 2019 Investment	\$130,000																						
Year 2020 Investment	\$0																						
Year 2021 Investment	\$0																						
Year 2022 Investment	\$0																						
Year 2023 Investment	\$0																						
Year 2024 Investment	\$0																						
Year 2025 Investment	\$0																						
Year 2026 Investment	\$0																						
Year 2027 Investment	\$0																						
Year 2028 Investment	\$0																						
Total	\$130,000																						
OPERATIONAL IMPACTS:	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, refer to Operating Impacts Worksheets for details.</p>																						

ASSOCIATED OPERATING BUSINESS CASE:	N/A
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APPROVAL

Author:	Brian Brost, Manager of Utilities	February 28, 2018
	Project Charter Developer	Date
Director:	Kevin Cole	February 28, 2018
	Director	Date
GM:		March 8, 2018
	General Manager	Date

CAPITAL PROJECT WORKSHEET

PROJECT COMPONENT	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Land Determined Costs										
Concept Planning										
Detailed Planning and Design										
Site Servicing										
Structure/Building Construction										
Landscaping										
Construction Management										
Commissioning and QA/QC										
Contingency										
Public Participation Activities										
Equipment				\$130,000						
TOTAL				\$130,000						

Please note Public Art and Branding will be reviewed and shown separately on the ten-year capital plan.

Comments:

OPERATING IMPACTS WORKSHEET

<input type="checkbox"/> One Time <input type="checkbox"/> Ongoing	
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OPERATING IMPACTS			
TOTAL			

CAPITAL PROJECT CHARTER

YEAR:	2019
CHARTER NUMBER:	WASWT-020
CHARTER NAME:	Wastewater Lift Station Study
LEAD DEPARTMENT:	Utilities - Wastewater


TYPE:	<input checked="" type="checkbox"/> RMR <input type="checkbox"/> GROWTH	
	This project is responsible for assessing the condition of the infrastructure at all City of St. Albert Lift Stations.	
ASSET CATEGORY:	<input type="checkbox"/> Civic Facilities <input type="checkbox"/> Master Plan, Studies, & Other <input type="checkbox"/> Roads & Other Engineered Structures <input type="checkbox"/> Historical/Cultural	<input type="checkbox"/> Parks & Trails <input type="checkbox"/> Mobile & Other Equipment <input checked="" type="checkbox"/> Land & Land Improvements
SCOPE STATEMENT:	This project consists at an in-depth study of the condition of all the City Lift stations from a life cycle perspective (condition assessment).	

PROJECT CHARTER JUSTIFICATION:	<p>A Life-Cycle Assessment study of the City's lift stations will be completed in 2018. The Assessment will review the existing infrastructure and prioritized upgrades and rehabilitation programs that are viable and cost- effective. The previous study, completed in 2006, indicated a need to upgrade the facilities. These recommended upgrades range from minor repairs to address safety issues to a full reconstruction of some lift stations. Since the 2006 study, many of the capital upgrades were performed including the Riel Lift Station Reconstruction and the Gate Avenue Lift Station Reconstruction. Life Cycle Assessment Studies are a living document, and need to be updated regularly. 10 years per study gives the City adequate time to implement the recommendations, update the capital programs, and ensure that the funds are used properly. Lift stations are subject to deterioration of both the building envelope and the pumping equipment operation in the station. These studies ensure that the condition of the lift station is known, so that the City can proactively plan the required investments to ensure continuing operation and safe condition of the building envelope.</p> <p>As part of a continuing asset management strategy, a comprehensive assessment of the City's lift stations is recommended to be scheduled for 2027 to continue to update the capital and maintenance plan for all of the City's lift stations.</p>
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	<p>Project Risks</p> <ul style="list-style-type: none"> • Risk of not performing includes out-dated condition assessment information which can result in increases operational issues and emergency (reactive) repairs versus optimizing the maintenance and replacement strategy for each lift station. • Construction Costs do not escalate beyond funding levels. • Qualified consultants will be available for the work. • Completed within the time frame no significant delays. <p>Assumptions</p> <ul style="list-style-type: none"> • Qualified consultants available to perform study within budget. • Consultant will be able to perform study in scheduled timeframe. • Inflationary costs will be as expected or lower. • Staffing available to manage including PW operations staff. <p>Impacts</p> <ul style="list-style-type: none"> • Project may need to be postponed • Final report may not be submitted in Q4 in time for following year's capital planning. <p>Lifecycle Costing</p> <p>Building structures have a life of 35 years and mechanical and electrical have a 25 years life on average. Different components on the lift station can be reaching their life expectancy and this is what this study would determine. Also, components can be reaching their expected life faster based on their specific operating conditions.</p>								
COMMUNITY VISION – PILLAR / STRATEGY & RESULT:	<p>The Wastewater Lift Station Study aligns with supporting Built Environment, specifically:</p> <p>We plan and manage the growth of our city so future generations can inherit the same strong, vibrant community we've enjoyed.</p> <p>Strategies include:</p> <p>Ensure that municipal utilities and services are provided in an efficient, economic, coordinated, and timely manner relative to the desired development of the city.</p>								
STAKEHOLDER IDENTIFICATION:	<table> <tr> <th>Name & Role</th><th>Responsibility or Contribution</th></tr> <tr> <td>Engineering Services Primary</td><td>Project Management</td></tr> <tr> <td>Public Works – Utilities Primary</td><td>Information – Input and technical assistance</td></tr> <tr> <td>Residents Secondary</td><td>Information</td></tr> </table>	Name & Role	Responsibility or Contribution	Engineering Services Primary	Project Management	Public Works – Utilities Primary	Information – Input and technical assistance	Residents Secondary	Information
Name & Role	Responsibility or Contribution								
Engineering Services Primary	Project Management								
Public Works – Utilities Primary	Information – Input and technical assistance								
Residents Secondary	Information								

	<table border="1"> <tr> <td>City of St. Albert Risk & Insurance Department</td><td>Consulted on all projects to determine if insurance is required.</td></tr> <tr> <td>City Council</td><td>Approval</td></tr> </table>	City of St. Albert Risk & Insurance Department	Consulted on all projects to determine if insurance is required.	City Council	Approval																		
City of St. Albert Risk & Insurance Department	Consulted on all projects to determine if insurance is required.																						
City Council	Approval																						
TIMELINE:	Studies are to be conducted every 10 years.																						
FINANCIAL INFORMATION:	<table border="1"> <tr><td>Year 2019 Investment</td><td>\$0</td></tr> <tr><td>Year 2020 Investment</td><td>\$0</td></tr> <tr><td>Year 2021 Investment</td><td>\$0</td></tr> <tr><td>Year 2022 Investment</td><td>\$0</td></tr> <tr><td>Year 2023 Investment</td><td>\$0</td></tr> <tr><td>Year 2024 Investment</td><td>\$0</td></tr> <tr><td>Year 2025 Investment</td><td>\$0</td></tr> <tr><td>Year 2026 Investment</td><td>\$0</td></tr> <tr><td>Year 2027 Investment</td><td>\$200,000</td></tr> <tr><td>Year 2028 Investment</td><td>\$0</td></tr> <tr><td>Total</td><td>\$200,000</td></tr> </table> <p>See Capital Project Worksheet for details.</p>	Year 2019 Investment	\$0	Year 2020 Investment	\$0	Year 2021 Investment	\$0	Year 2022 Investment	\$0	Year 2023 Investment	\$0	Year 2024 Investment	\$0	Year 2025 Investment	\$0	Year 2026 Investment	\$0	Year 2027 Investment	\$200,000	Year 2028 Investment	\$0	Total	\$200,000
Year 2019 Investment	\$0																						
Year 2020 Investment	\$0																						
Year 2021 Investment	\$0																						
Year 2022 Investment	\$0																						
Year 2023 Investment	\$0																						
Year 2024 Investment	\$0																						
Year 2025 Investment	\$0																						
Year 2026 Investment	\$0																						
Year 2027 Investment	\$200,000																						
Year 2028 Investment	\$0																						
Total	\$200,000																						
OPERATIONAL IMPACTS:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, refer to Operating Impacts Worksheets for details.																						
ASSOCIATED OPERATING BUSINESS CASE:	N/A																						

APPROVAL

Author:	Michele Habrylo	February 28, 2018
	Project Charter Developer	Date
Director:	Kevin Cole	February 28, 2018
	Director	Date
GM:		March 8, 2018
	General Manager	Date

CAPITAL PROJECT WORKSHEET

PROJECT COMPONENT	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Land Determined Costs										
Concept Planning									\$60,000	
Detailed Planning and Design									\$140,000	
Site Servicing										
Structure/Building Construction										
Landscaping										
Construction Management										
Commissioning and QA/QC										
Contingency										
Public Participation Activities										
Equipment										
TOTAL									\$200,000	

Please note Public Art and Branding will be reviewed and shown separately on the ten-year capital plan.

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OPERATING IMPACTS WORKSHEET

<input type="checkbox"/> One Time <input type="checkbox"/> Ongoing	
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OPERATING IMPACTS			
TOTAL			

CAPITAL PROJECT CHARTER

YEAR:	2019
CHARTER NUMBER:	WATER-003
CHARTER NAME:	Water System Infrastructure Rehabilitation
LEAD DEPARTMENT:	Utilities - Water


TYPE:	<input checked="" type="checkbox"/> RMR <input type="checkbox"/> GROWTH This project supports on-going replacement, maintenance and rehabilitation of existing water systems infrastructure.	
ASSET CATEGORY:	<input type="checkbox"/> Civic Facilities <input type="checkbox"/> Master Plan, Studies, & Other <input checked="" type="checkbox"/> Roads & Other Engineered Structures <input type="checkbox"/> Historical/Cultural	<input type="checkbox"/> Parks & Trails <input type="checkbox"/> Mobile & Other Equipment <input type="checkbox"/> Land & Land Improvements
SCOPE STATEMENT:	To support the safe, reliable and secure supply of water through timely rehabilitation or replacement of system infrastructure through proactive programs and projects.	

PROJECT CHARTER JUSTIFICATION:	<p>This project encompasses the rehabilitation programs, replacement/maintenance projects of water infrastructure including fire hydrants, main valves, pressure control/air release valves, cathodic protection systems, water main spot replacements, pumps and other associated water system appurtenance.</p> <p>This project provides the funding needed for infrastructure that has deteriorated, nearing or beyond its' intended life span as determined through necessary operation and maintenance activities, water system studies, asset condition assessment and prioritization and other supporting analytics.</p> <p>The current inventory of the City's Water system infrastructure consists of approximately: 365 km Water m=Main 2200 Fire Hydrants 2550 Main Line Valves 32 Pressure Relief/Control Valves (PRV's) 3 Reservoir Pump Stations</p> <p>This project is intended to mitigate the potential and risk of service disruption that can occur through unscheduled, emergent shut-downs as well as the mitigating the potential for damage to property both public and private or adverse environmental impacts that may result from failures of the water system infrastructure.</p>
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	<p><u>Project Risks or Constraints</u> Contractor availability and inclement weather, conflicting underground infrastructure.</p> <p><u>Assumptions</u> For the purpose of this project it is assumed that the funding is approved and contractors will be available to complete the work. Also that costs will not substantially differ from 2017 costs.</p> <p><u>Impacts</u> If assumptions are incorrect the designated infrastructure will not be replaced in 2016 which could result in increased frequency or potential for infrastructure failure, unscheduled service disruptions, environmental contraventions and additional resulting expenses.</p>	
COMMUNITY VISION – PILLAR / STRATEGY & RESULT:	<p>Built Environment – We build our community towards the future to sustain balanced development, with a reverent eye to the past, honouring our unique settlement history and distinct identity.</p> <p>3.4 Ensure that municipal utilities and services are provided in an efficient, economic, coordinated and timely manner relative to the desired development of the city.</p> <p>4.0 We build innovative, long lasting infrastructure that is efficient, minimizes the use of our natural resources and creates harmony between the natural and built environment.</p> <p>4.1 Maintain corporate and infrastructure assets in an efficient and sustainable manner that meets the present and future growth needs of the city and in accordance with approved guiding principles.</p>	
STAKEHOLDER IDENTIFICATION:	<p>Utilities Manager – Primary Finance – budget allocation and approval Capital Projects Office - Secondary Risk and Insurance- Secondary</p>	
TIMELINE:	<p>Q1 – RFQ Q2-Q4 – Construction</p>	
FINANCIAL INFORMATION:	Year 2019 Investment	\$530,000
	Year 2020 Investment	\$530,000
	Year 2021 Investment	\$530,000
	Year 2022 Investment	\$530,000
	Year 2023 Investment	\$550,000
	Year 2024 Investment	\$550,000
	Year 2025 Investment	\$550,000
	Year 2026 Investment	\$550,000
	Year 2027 Investment	\$550,000
	Year 2028 Investment	\$550,000
	Total	\$5,420,000
See Capital Project Worksheet for details.		

OPERATIONAL IMPACTS:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, refer to Operating Impacts Worksheets for details.
ASSOCIATED OPERATING BUSINESS CASE:	N/A

APPROVAL

Author:	Brian Brost, Manager of Utilities	February 28, 2018
	Project Charter Developer	Date
Director:	Kevin Cole	February 28, 2018
	Director	Date
GM:		March 8, 2018
	General Manager	Date

CAPITAL PROJECT WORKSHEET

PROJECT COMPONENT	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Land Determined Costs										
Concept Planning										
Detailed Planning and Design										
Site Servicing										
Structure/Building Construction	\$530,000	\$530,000	\$530,000	\$530,000	\$550,000	\$550,000	\$550,000	\$550,000	\$550,000	\$550,000
Landscaping										
Construction Management										
Commissioning and QA/QC										
Contingency										
Public Participation Activities										
Equipment										
TOTAL	\$530,000	\$530,000	\$530,000	\$530,000	\$550,000	\$550,000	\$550,000	\$550,000	\$550,000	\$550,000

Please note Public Art and Branding will be reviewed and shown separately on the ten-year capital plan.

Comments:

Hydrants: Estimated \$20,000 per hydrant replaced.

Main line valves: Estimated \$10,000 per valve replaced.

Pressure Reducing Valves: Estimated \$20,000 per valve replaced, additional \$180,000 per location to replace the entire valve chambers and associated equipment up to current reliable operational standard.
These costs are derived from the 2015 construction programs and consultation with industry providers. No operational impacts.

OPERATING IMPACTS WORKSHEET

<input type="checkbox"/> One Time <input type="checkbox"/> Ongoing	
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OPERATING IMPACTS			
TOTAL			

CAPITAL PROJECT CHARTER

YEAR:	2019
CHARTER NUMBER:	WATER-004
CHARTER NAME:	Water Network Level of Service
LEAD DEPARTMENT:	Utilities - Water


TYPE:	<input checked="" type="checkbox"/> RMR <input type="checkbox"/> GROWTH This project supports our existing water network by addressing level of service limitations and increasing capacity and fire flows in our existing water network.	
ASSET CATEGORY:	<input type="checkbox"/> Civic Facilities <input type="checkbox"/> Master Plan, Studies, & Other <input checked="" type="checkbox"/> Roads & Other Engineered Structures <input type="checkbox"/> Historical/Cultural	<input type="checkbox"/> Parks & Trails <input type="checkbox"/> Mobile & Other Equipment <input type="checkbox"/> Land & Land Improvements
SCOPE STATEMENT:	Construct new water mains or increase the size of existing water mains to enhance network performance. This program will address level of service (LOS) locations in the city on a priority basis addressing additional capacity, reliability and redundancy within the water network. This will be achieved by building new water mains in strategic locations throughout the city, improving the network performance in strategic areas.	

PROJECT CHARTER JUSTIFICATION:	<p>Asset Condition:</p> <p>The 2014 Utility Master Plan Update identifies locations where network looping and pipe upgrades are required to increase service level. This work is required to ensure continued and reliable service for our residents. New needs are also identified every year through fire flow and water quality testing. This charter is to be updated to reflect those needs, as well as recommendations based on Master plan updates, on an ongoing basis.</p> <p>In 2017 an assessment was done to prioritize the locations identified in the 2014 UMP Update, incorporating field level fire flow testing to confirm requirements. Detailed design of the prioritized locations is to be completed in 2018.</p> <p>In addition to the LOS improvements, operations has identified locations where due to aging infrastructure or soil conditions, the</p>
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	<p>structural integrity of the line is questionable. Funds have been added to 2019 and 2023 to address some of these water mains.</p> <p>Risks</p> <ol style="list-style-type: none"> 1. Not performing the recommended work will increase risk to surrounding properties as driving factor recommending projects is lower fire protection than the City's established Level of Service. 2. Construction near/in established areas will likely impact traffic on arterials/collector roads. 3. Soil conditions could a specific construction method (trenchless, open cut) affecting budget, schedule and availability of qualified contractors 4. Maintenance of water supply during construction to ensure adequate fire protection of surrounding properties. 5. Inclement weather (impact dependent on construction method) 6. Unknown utility conflicts at high level planning stage, could impact both budget and schedule. 												
COMMUNITY VISION – PILLAR / STRATEGY & RESULT:	<p>The Water Network Level of Service program aligns with supporting Built Environment, specifically:</p> <p>We plan and manage the growth of our city so future generations can inherit the same strong, vibrant community we've enjoyed.</p> <p>Strategies include:</p> <p>Ensure that municipal utilities and services are provided in an efficient, economic, coordinated, and timely manner relative to the desired development of the city.</p>												
STAKEHOLDER IDENTIFICATION:	<table border="1"> <thead> <tr> <th>Name & Role</th><th>Responsibility or Contribution</th></tr> </thead> <tbody> <tr> <td>CPO</td><td>Project Management</td></tr> <tr> <td>Utilities Primary</td><td>Owner of the infrastructure Involved in project planning, prioritization and technical assistance</td></tr> <tr> <td>Residents Secondary</td><td>Information</td></tr> <tr> <td>City of St Albert Risk & Insurance Department</td><td>Consulted on all projects to determine if insurance is required?</td></tr> <tr> <td>City council</td><td>Approval</td></tr> </tbody> </table>	Name & Role	Responsibility or Contribution	CPO	Project Management	Utilities Primary	Owner of the infrastructure Involved in project planning, prioritization and technical assistance	Residents Secondary	Information	City of St Albert Risk & Insurance Department	Consulted on all projects to determine if insurance is required?	City council	Approval
Name & Role	Responsibility or Contribution												
CPO	Project Management												
Utilities Primary	Owner of the infrastructure Involved in project planning, prioritization and technical assistance												
Residents Secondary	Information												
City of St Albert Risk & Insurance Department	Consulted on all projects to determine if insurance is required?												
City council	Approval												
TIMELINE:	<p>This is an ongoing program where every year design or construction is taking place in different locations:</p> <p>2018 – Construction of High Priority Locations</p> <p>Budgets will be updated in the 2019 to budget to show the updated prioritization. The current 2018 budget is based on the prioritization from the 2013 UMP Update.</p> <p>Design for each location will be completed one year prior to construction.</p>												

FINANCIAL INFORMATION:	Year 2019 Investment	\$40,000
	Year 2020 Investment	\$1,240,000
	Year 2021 Investment	\$2,440,000
	Year 2022 Investment	\$4,400,000
	Year 2023 Investment	\$6,780,000
	Year 2024 Investment	\$1,692,000
	Year 2025 Investment	\$1,790,000
	Year 2026 Investment	\$852,000
	Year 2027 Investment	\$1,855,000
	Year 2028 Investment	\$690,000
	Total	\$21,779,000
See Capital Project Worksheet for details.		
OPERATIONAL IMPACTS:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, refer to Operating Impacts Worksheets for details.	
ASSOCIATED OPERATING BUSINESS CASE:	N/A	

APPROVAL

Author:	Kevin Cole	March 1, 2018
	Project Charter Developer	Date
Director:	Kevin Cole	March 1, 2018
	Director	Date
GM:		March 8, 2018
	General Manager	Date

CAPITAL PROJECT WORKSHEET

PROJECT COMPONENT	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Land Determined Costs										
Concept Planning										
Detailed Planning and Design		\$200,000	\$400,000	\$750,000		\$202,000		\$250,000		\$100,000
Site Servicing										
Structure/Building Construction		\$1,000,000	\$1,800,000	\$3,650,000	\$6,740,000	\$1,450,000	\$1,750,000	\$562,000	\$1,815,000	\$550,000
Landscaping										
Construction Management	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
Commissioning and QA/QC										
Contingency										
Public Participation Activities										
Equipment										
TOTAL	\$40,000	\$1,240,000	\$2,440,000	\$4,440,000	\$6,780,000	\$1,692,000	\$1,790,000	\$852,000	\$1,855,000	\$690,000

Please note Public Art and Branding will be reviewed and shown separately on the ten-year capital plan.

Comments:

Costs estimates in 2015 dollars based on work required as indicated in the 2014 UMP Update. 2017 – 2019 Includes a 5% annual inflation. 2020-2026 is in 2019 dollars. 10% of the cost of each project has been allocated to the year before to begin design the year prior to construction.

Year	Project Type/Location
2019	Construction of High Priority Locations (Identified in 2018)
2020	Design of St. Vital Ave. and Montcalm Cres., Line Rehabilitation
2021	St. Vital Ave and Montcalm Cres. Construction, Giroux East Design
2022	Giroux East Water Main Construction, Sturgeon Fill Line Design
2023	Sturgeon Fill Line Upgrade Construction
2024	Fallhaven Pl. Construction, Larson Ave. Design, Line Rehabilitation
2025	Larson Avenue Construction
2026	Local looping/Upgrade Project, Erin Ridge Phase 2 Design
2027	Erin Ridge North Transmission Line Phase 2 Construction
2028	Local looping/Upgrade Project

OPERATING IMPACTS WORKSHEET

<input type="checkbox"/> One Time <input checked="" type="checkbox"/> Ongoing	For areas in which a new water line is being installed, there is a price per km associated with maintaining the line. This cost is minimal, and is accounted for when the project is completed.
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OPERATING IMPACTS			
TOTAL			

CAPITAL PROJECT CHARTER

YEAR:	2019
CHARTER NUMBER:	WATER-006
CHARTER NAME:	Pump Station and Reservoir Rehabilitation Program
LEAD DEPARTMENT:	Utilities - Water

TYPE:	<input checked="" type="checkbox"/> RMR <input type="checkbox"/> GROWTH This project supports the ongoing rehabilitation of existing Pump Station and Reservoir infrastructure.	
ASSET CATEGORY:	<input type="checkbox"/> Civic Facilities <input type="checkbox"/> Master Plan, Studies, & Other <input checked="" type="checkbox"/> Roads & Other Engineered Structures <input type="checkbox"/> Historical/Cultural	<input type="checkbox"/> Parks & Trails <input type="checkbox"/> Mobile & Other Equipment <input type="checkbox"/> Land & Land Improvements
SCOPE STATEMENT:	Condition Assessment and Rehabilitation Program for the City's Reservoir and Pumphouses.	


PROJECT CHARTER JUSTIFICATION:	This is a comprehensive capital program that funds the condition assessments and lifecycle rehabilitation requirements for the City's three reservoirs and pump stations.			
	Currently, the City owns and operates three reservoir and pump stations:			
	Pump Station	Construction Year	Most Recent Comprehensive Condition Assessment	Last Rehab
	Sturgeon Heights Reservoir and Pump Station	1957 Add reservoirs in 1966,1972, and 1973	2007	2011
	Oakmont Reservoir and Pump Station	1996	2014	None
	Lacombe Park Reservoir and Pump Station	1980	None	2005 – complete rebuild

	<p>As part of a continuing asset management strategy and in line with Council's Priority to Cultivate Sustainable Infrastructure and Services by improving existing community assets and services, a comprehensive assessment of the City's reservoirs and pump stations is recommended to update the capital and maintenance plan for all the City's reservoirs and pump stations.</p> <p>Background:</p> <p><u>Sturgeon Heights Reservoir and Pump Station:</u> In 2010-2011 the pump station received a major rehabilitation which was expected to extend its life for approximately 10 years as indicated in the 2007 condition study. The study identifies that the pump station will need to be completely reconstructed to accommodate future water network needs and safe distribution of the City's water which aligns with Council's priority to cultivate sustainable infrastructure services by improving existing community assets and services.</p> <p>As the life expectancy of the Sturgeon Reservoir and Pump Station is approaching its end and with some signs of issues due to condition are visible, and due to a major capital investment required to keep this infrastructure serviceable, it is recommended that complete condition assessment be performed in 2017 as the most recent condition assessment is ten years old and considered outdated.</p> <p>Emergent repairs in 2017 have identified the urgency of the rebuild of this reservoir. In order to better understand the costs of rebuild and present Council with the best possible cost estimates, a preliminary design and cost estimate is proposed in 2020 in time for the 2021 budget cycle. This work will roll into the full design in 2021 and construction in 2022.</p> <p><u>Oakmont Reservoir and Pump Station:</u> In 2014, a complete condition assessment of Oakmont Reservoir & Pump Station was conducted identifying all lifecycle and growth needs of the reservoir and pump station allowing administration to develop a comprehensive rehabilitation and upgrade strategy. The high priority recommended upgrades and future assessments are put forward as part of this charter. Funding was identified in 2017 for recommended upgrades.</p> <p><u>Lacombe Park Reservoir and Pump Station:</u> No current improvements identified.</p> <p>Lifecycle Costing Underground utilities last approximately 75 years, the building approximately 50 years and the mechanical and electrical equipment approximately 35 years (according to Tangible Capital Assets expected life reported to the Province).</p>
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COMMUNITY VISION – PILLAR / STRATEGY & RESULT:	<p>The Reservoir and Pump House Rehabilitation Program aligns with supporting Built Environment, specifically:</p> <p>We plan and manage the growth of our city so future generations can inherit the same strong, vibrant community we've enjoyed.</p> <p>Strategies include:</p> <p>Ensure that municipal utilities and services are provided in an efficient, economic, coordinated, and timely manner relative to the desired development of the city.</p>																									
STAKEHOLDER IDENTIFICATION:	<table border="1"> <thead> <tr> <th data-bbox="630 541 885 575">Name & Role</th> <th data-bbox="885 541 1421 575">Responsibility or Contribution</th> </tr> </thead> <tbody> <tr> <td data-bbox="630 575 885 609">CPO</td> <td data-bbox="885 575 1421 609">Project Management</td> </tr> <tr> <td data-bbox="630 609 885 701">Public Works - Utilities Primary</td> <td data-bbox="885 609 1421 701">Infrastructure Owner and Responsible Department</td> </tr> <tr> <td data-bbox="630 701 885 762">Residents Secondary</td> <td data-bbox="885 701 1421 762">Information</td> </tr> <tr> <td data-bbox="630 762 885 854">City of St Albert Risk & Insurance Department</td> <td data-bbox="885 762 1421 854">Consulted on all projects to determine if insurance is required?</td> </tr> <tr> <td data-bbox="630 854 885 913">City council</td> <td data-bbox="885 854 1421 913">Approval</td> </tr> </tbody> </table>		Name & Role	Responsibility or Contribution	CPO	Project Management	Public Works - Utilities Primary	Infrastructure Owner and Responsible Department	Residents Secondary	Information	City of St Albert Risk & Insurance Department	Consulted on all projects to determine if insurance is required?	City council	Approval												
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TIMELINE:	<p>2021 – Design – Sturgeon Reservoir & Pump Station Rebuild Q1 – RFP Q3 Design completed</p> <p>2022 – Rebuild Q1 Tender Q2-4 Construction</p>																									
FINANCIAL INFORMATION:	<table border="1"> <tbody> <tr> <td data-bbox="610 1161 1073 1197">Year 2019 Investment</td> <td data-bbox="1073 1161 1421 1197">\$0</td> </tr> <tr> <td data-bbox="610 1197 1073 1232">Year 2020 Investment</td> <td data-bbox="1073 1197 1421 1232">\$200,000</td> </tr> <tr> <td data-bbox="610 1232 1073 1268">Year 2021 Investment</td> <td data-bbox="1073 1232 1421 1268">\$2,500,000</td> </tr> <tr> <td data-bbox="610 1268 1073 1304">Year 2022 Investment</td> <td data-bbox="1073 1268 1421 1304">\$21,700,000</td> </tr> <tr> <td data-bbox="610 1304 1073 1339">Year 2023 Investment</td> <td data-bbox="1073 1304 1421 1339">\$0</td> </tr> <tr> <td data-bbox="610 1339 1073 1375">Year 2024 Investment</td> <td data-bbox="1073 1339 1421 1375">\$0</td> </tr> <tr> <td data-bbox="610 1375 1073 1411">Year 2025 Investment</td> <td data-bbox="1073 1375 1421 1411">\$0</td> </tr> <tr> <td data-bbox="610 1411 1073 1446">Year 2026 Investment</td> <td data-bbox="1073 1411 1421 1446">\$0</td> </tr> <tr> <td data-bbox="610 1446 1073 1482">Year 2027 Investment</td> <td data-bbox="1073 1446 1421 1482">\$200,000</td> </tr> <tr> <td data-bbox="610 1482 1073 1518">Year 2028 Investment</td> <td data-bbox="1073 1482 1421 1518">\$0</td> </tr> <tr> <td data-bbox="610 1518 1073 1554">Total</td> <td data-bbox="1073 1518 1421 1554">\$24,600,000</td> </tr> <tr> <td colspan="2" data-bbox="610 1554 1421 1787">See Capital Project Worksheet for details.</td> </tr> </tbody> </table>		Year 2019 Investment	\$0	Year 2020 Investment	\$200,000	Year 2021 Investment	\$2,500,000	Year 2022 Investment	\$21,700,000	Year 2023 Investment	\$0	Year 2024 Investment	\$0	Year 2025 Investment	\$0	Year 2026 Investment	\$0	Year 2027 Investment	\$200,000	Year 2028 Investment	\$0	Total	\$24,600,000	See Capital Project Worksheet for details.	
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Total	\$24,600,000																									
See Capital Project Worksheet for details.																										
OPERATIONAL IMPACTS:	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, refer to Operating Impacts Worksheets for details.</p>																									

ASSOCIATED OPERATING BUSINESS CASE:	N/A
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APPROVAL

Author:	Kevin Cole	February 28, 2018
	Project Charter Developer	Date
Director:	Kevin Cole	February 28, 2018
	Director	Date
GM:		March 8, 2018
	General Manager	Date

CAPITAL PROJECT WORKSHEET

PROJECT COMPONENT	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Land Determined Costs										
Concept Planning			\$200,000						\$200,000	
Detailed Planning and Design			\$2,500,000							
Site Servicing										
Structure/Building Construction				\$21,700,000						
Landscaping										
Construction Management										
Commissioning and QA/QC										
Contingency										
Public Participation Activities										
Equipment										
TOTAL			\$2,700,000	\$21,700,000					\$200,000	

Please note Public Art and Branding will be reviewed and shown separately on the ten-year capital plan.

Comments:

For 2022/2023 High level (+/- 50%) cost estimates based off 2007 Sturgeon Height Reservoir and Pump Station Study. High level design component for Sturgeon Reservoir Rebuild. To be re-evaluated in 2019 as part of the condition assessment, prices will be adjusted in the 2020 charter once the updated condition assessment has taken place. \$200,000 has been added for another condition assessment in 2027.

OPERATING IMPACTS WORKSHEET

<input type="checkbox"/> One Time <input type="checkbox"/> Ongoing	
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OPERATING IMPACTS			
TOTAL			


CAPITAL PROJECT CHARTER

YEAR:	2019
CHARTER NUMBER:	SOLWA-001
CHARTER NAME:	Recycle Yard Upgrades
LEAD DEPARTMENT:	Environment – Waste and Diversion

TYPE:	<input checked="" type="checkbox"/> RMR <input type="checkbox"/> GROWTH	
	This is for the ongoing maintenance of the existing Recycle Depot.	
ASSET CATEGORY:	<input checked="" type="checkbox"/> Civic Facilities <input type="checkbox"/> Master Plan, Studies, & Other <input type="checkbox"/> Roads & Other Engineered Structures <input type="checkbox"/> Historical/Cultural	<input type="checkbox"/> Parks & Trails <input type="checkbox"/> Mobile & Other Equipment <input type="checkbox"/> Land & Land Improvements
SCOPE STATEMENT:	Upgrades and replacement of equipment/infrastructure for the existing Mike Mitchell Recycling Depot at 7 Chevigny Drive.	


PROJECT CHARTER JUSTIFICATION:	<p>Repair and replacement of existing infrastructure at the Mike Mitchell Recycling Depot (such as railing and platforms) will be required due to the end of their life cycle. Additionally, upgrades to the depot to are required to ensure staff and patron safety, maintain service delivery and to comply with environmental requirements.</p> <p>Current State – The existing Recycling Depot was built in 2000 and is directly adjacent to the Jack Kraft Public Works facility at 7 Chevigny Drive. The Depot is approximately 50 X 80 metres with an asphalt surface and is fenced and gated. There is external and internal signage which provides patrons with information on hours and site restrictions, traffic safety, waste and recycling instructions.</p> <p>The area includes skid pads for 14 – 40 cubic yard metal bins with stairs and 10 platforms for patron access to bins. There is also a stand-alone bin for recycled glass.</p> <p>In 2011, additional areas for household hazardous waste and electronics collection were added. A fenced cardboard compactor and small shed for staff were also added. In 2015, the household hazardous waste area was improved with a covered structure and secondary containment to address environmental concerns.</p> <p>The north area of the Recycle Depot also includes an area with concrete block walls for bulk compost giveaway.</p>
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	<p>In 2017, with the funding received through the RMR Capital Budget, three platforms were resurfaced for \$20,000. Seven platforms remain to be resurfaced and \$50,000 for 2019 is requested to complete the resurfacing of the platforms. These platforms will have to be replaced or resurfaced in another 10-20 years.</p> <p>There is also section of the depot where it is not paved. This area currently holds the compost giveaway and bicycle donations. Paving this area will assist with site maintenance and cleanliness. This will also allow for proper drainage on the site. \$20,000 (\$80 per square metre x 250 square meters of space) for 2019 is requested to complete this paving.</p> <p>Issue – There is a need to repair and/or replace infrastructure as part of regular lifecycle maintenance such as skid plates and fencing. Special attention must be paid to infrastructure that is needed to ensure staff and patron safety such as the compactor, platforms and stairs, lighting and signage. Improvements to infrastructure may also be required to manage environmental risks identified through regular EMS inspections and/or changes to environmental regulations or guidelines.</p> <p>Opportunities – As opportunities for additional recycling or waste diversion streams become available, there may be the need to add or modify existing infrastructure. An example of this was the addition of the block wall sections to the north part of the depot to allow for bulk compost give away to residents.</p> <p>Risks – Special attention must be paid to infrastructure that is needed to ensure staff and patron safety such as the compactor, platforms and stairs, lighting and signage. Improvements to infrastructure may also be required to manage environmental risks identified through regular EMS inspections and/or changes to environmental regulations or guidelines.</p>
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	 <p>Mike Mitchell Recycle Depot – 7 Chevigny Drive</p>
<p>COMMUNITY VISION – PILLAR / STRATEGY & RESULT:</p>	<p>BUILT ENVIRONMENT We build innovative, long lasting infrastructure that is efficient, minimizes the use of our natural resources and creates harmony between the natural and built environment.</p> <ul style="list-style-type: none"> • Maintain corporate and infrastructure assets in an efficient and sustainable manner that meets the present and future growth needs of the city and in accordance with approved guiding principles <p>NATURAL ENVIRONMENT We are an environmentally caring community, mindful of the nature that surrounds us, that puts the Earth first, which is reflected in our green living lifestyle and conservation of natural resources.</p> <ul style="list-style-type: none"> • Educate the community, including schools and businesses, on solid waste management principles through targeted programs and events. <p>SERVICE DELIVERY Create positive customer service experiences with the community.</p>
<p>STAKEHOLDER IDENTIFICATION:</p>	<p>INTERNAL Environment – Supervisor, Waste and Diversion Programs, Director, Environment / Project Management Finance – Budget allocation/approval Public Works/Utilities- Awareness</p>

	EXTERNAL Residents and Businesses – Service delivery expectations	
TIMELINE:	Varies, depending on replacement and required upgrades. It is anticipated that in any given year the projects will be completed in the year identified.	
FINANCIAL INFORMATION:	Year 2019 Investment	\$70,000
	Year 2020 Investment	\$27,500
	Year 2023 Investment	\$30,000
	Year 2026 Investment	\$32,500
	(Investment reoccurs every 3 years)	
	Total	\$160,000
	See Capital Project Worksheet for details.	
OPERATIONAL IMPACTS:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, refer to Operating Impacts Worksheets for details.	
ASSOCIATED OPERATING BUSINESS CASE:	N/A	

APPROVAL

Author:	Leah Kongsrude	March 2, 2018
	Project Charter Developer	Date
Director:	Leah Kongsrude	March 2, 2018
	Director	Date
GM:		March 2, 2018
	General Manager	Date

CAPITAL PROJECT WORKSHEET

PROJECT COMPONENT (Reoccurs every 3 years – to reassess costs in 2025 when Recycle Depot is 25 years old)	2019	2020	2023	2026	20XX	20XX	20XX	20XX	20XX	20XX	20XX
Land Determined Costs											
Concept Planning											
Detailed Planning and Design											
Site Servicing											
Structure/Building Construction	70,000	27,500	30,000	32,500							
Landscaping											
Construction Management											
Commissioning and QA/QC											
Contingency											
Public Participation Activities											
Equipment											
TOTAL		\$27,500	\$30,000	\$32,500							

Please note Public Art and Branding will be reviewed and shown separately on the ten-year capital plan.

Comments:

Adding \$70,000 for 2019 to complete platform resurfacing of seven remaining platforms, and to pave a section of the depot.

Reoccurs every 3 years. \$2500 added to each year to account for inflation. Recommending a detailed assessment of facility in 2025 when Recycle Depot is 25 years old.

OPERATING IMPACTS WORKSHEET

<input type="checkbox"/> One Time <input type="checkbox"/> Ongoing	N/A
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OPERATING IMPACTS	20XX	20XX	20XX
N/A			
TOTAL			