

**UTILITY
RMR
CAPITAL
CHARTERS
2022**

CAPITAL PROJECT CHARTER

YEAR:	2023
CHARTER NUMBER:	STORM-001
CHARTER NAME:	Utility Master Plan
LEAD DEPARTMENT:	Utilities & Environment - Storm

TYPE:	Choose one: <input checked="" type="radio"/> RMR <input type="radio"/> GROWTH	
	The Utility Master Plan Update is required to assess our existing storm infrastructure to determine required upgrades, repairs, or rehabilitations and establish future infrastructure needs as per the future development growth.	
ASSET CATEGORY:	<input type="radio"/> Parks & Trails <input checked="" type="radio"/> Master Plan, Studies, & Other <input type="radio"/> Roads & Other Engineered Structures <input type="radio"/> Historical/ Cultural	<input type="radio"/> Parks & Trails <input type="radio"/> Mobile & Other Equipment <input type="radio"/> Land & Land Improvements
SCOPE STATEMENT:	Update of the Utility Master Plan due to changes in environmental regulations, deterioration and renewal of infrastructure, and as per long-term future development. An update to the UMP will be completed in 2021 focusing on the development and renewal of the City, with the updated considerations of the new Flourish MDP. A complete reassessment is scheduled in 2024 considering the incorporated 2021 updates, as well as lands that have been considered in any annexations.	

PROJECT CHARTER JUSTIFICATION:	<p>The Utility 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). The UMP will consider level of service programs,</p>
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	<p>redevelopment throughout the City, and optimization of the utility systems.</p> <p>The City of St. Albert is in process of working through an annexation process. The City's updated MDP and Carrot Creek master drainage plan will be in place at this point. The UMP reassessment for the City's Water, Wastewater and Storm systems will begin in 2023 for completion in 2024 and will provide infrastructure to support the future development growth.</p> <p>Project Risks</p> <ul style="list-style-type: none"> • Risk of not performing includes outdated infrastructure servicing plan and not relative to the desired development of the City. • Availability of Consultants to complete the UMP. • The rate of development over the years might have changed. <p>Assumptions</p> <ul style="list-style-type: none"> • Development will require the UMP to be updated in 2021 and then in 2023. • Qualified consultants will be available for the work and will be able to complete the work. <p>Lifecycle Costing</p> <p>The Utility Master Plan is updated every 5 years and is completely redone every 10 years.</p>												
STRATEGIC PLAN & CORPORATE BUSINESS PLAN ALIGNMENT:	<p>Council Priority: 4. Infrastructure Investment</p> <p>Activity: 4.4 Identify an inventory of existing facilities including an assessment of condition and</p> <p>Administrative Priority: A.3. Mandated Service Requirements</p> <p>Activity: A.2.3 Succession Planning</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 Secondary</td><td>Secondary 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> <tr> <td>Other Internal Departments (Fire Services, Recreation & Parks, etc.</td><td>Consult and inform as required</td></tr> <tr> <td>Other external Stakeholders (residents, schools, businesses)</td><td>Consult and Inform as required.</td></tr> </table>	Name & Role	Responsibility or Contribution	Utilities Primary	Primary Stakeholder	Engineering Services Secondary	Secondary Stakeholder	City of St Albert Risk & Insurance Department Secondary	Consulted on all projects to determine if insurance is required.	Other Internal Departments (Fire Services, Recreation & Parks, etc.	Consult and inform as required	Other external Stakeholders (residents, schools, businesses)	Consult and Inform as required.
Name & Role	Responsibility or Contribution												
Utilities Primary	Primary Stakeholder												
Engineering Services Secondary	Secondary Stakeholder												
City of St Albert Risk & Insurance Department Secondary	Consulted on all projects to determine if insurance is required.												
Other Internal Departments (Fire Services, Recreation & Parks, etc.	Consult and inform as required												
Other external Stakeholders (residents, schools, businesses)	Consult and Inform as required.												
TIMELINE:	2023 – Initiate 2024 Master Plan Renewal												

CAPITAL PROJECT WORKSHEET

PROJECT COMPONENT <small>Specify year(s)</small>	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Land Determined Costs			UMP will be updated in 2020-21 to reflect the long-term future growth strategy as noted in the ongoing MDP Growth Scenario.							
Concept Planning										
FINANCIAL INFORMATION:										
Design and Design		400,000						-		
Site Servicing								400,000		
Structure/Building Construction								-		
Landscaping								-		
Construction Management								-		
Commissioning and QA/QC								-		
Contingency								-		
Public Participation Activities								-		
Equipment								-		
Total								400,000		
See Capital Project Worksheet for details.										
OPERATIONAL IMPACTS:	400,000	-	-	-	-	-	-	-	-	-
Please note Public Art is budgeted separately on the Ten-Year Capital Plan.		<input type="radio"/> Yes <input checked="" type="radio"/> No If yes, refer to Operating Impacts Worksheet for details.								
ASSOCIATED OPERATING BUSINESS CASE:		Cost split equally among utility programs (water, wastewater, and storm). 2023: Based on an average consultant cost of \$185 and approximately 6,500 of work and 2022 cost								

APPROVAL

Author:	Neeraj Sinha/Micah Seon King	February 19, 2021
	Project Charter Developer	Date
Director:	Kate Polkovsky	March 10, 2021
	Director	Date
DCAO/CPO:		
	Deputy Chief Administrative Officer/Chief People Officer	Date

CAPITAL PROJECT WORKSHEET

PROJECT COMPONENT <i>Specify year(s)</i>	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Land Determined Costs										
Concept Planning										
Detailed Planning and Design		400,000								
Site Servicing										
Structure/Building Construction										
Landscaping										
Construction Management										
Commissioning and QA/QC										
Contingency										
Public Participation Activities										
Equipment										
TOTAL	-	400,000	-	-	-	-	-	-	-	-

Please note Public Art is budgeted separately on the Ten-Year Capital Plan.

Comments:

2023: Based on an average consultant cost of \$185 and approximately 6,500 of work and 2022 corporate assumptions.

CAPITAL PROJECT CHARTER

YEAR:	2022
CHARTER NUMBER:	STORM-002
CHARTER NAME:	Stormwater Infrastructure Rehabilitation
LEAD DEPARTMENT:	Utilities & Environment - Storm

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

PROJECT CHARTER JUSTIFICATION:	<p>This annual project involves 2 components:</p> <ol style="list-style-type: none"> 1) Stormwater infrastructure condition assessment through Closed Circuit Television (CCTV), 2) Pipe rehabilitation using cured in place pipe (CIPP); existing storm infrastructure replacement using appropriate rehabilitation techniques. <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, AND storm ponds,</p> <p>Project Risks</p> <ul style="list-style-type: none"> • Availability of consultants and contractors for the project. • Weather.
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	<ul style="list-style-type: none"> • Unknown issues exposed during construction or design phase. • Unknown conditions of existing infrastructure until CCTV and condition assessments were initiated and planned for 2019-2024 • Prioritization and cost estimating subject to change pending condition assessments and further definition of asset management plan • Unknown ground conditions <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. 								
STRATEGIC PLAN & CORPORATE BUSINESS PLAN ALIGNMENT:	<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> <p>Council Priority: 4. Infrastructure Investment</p> <p>Activity: 4.4 Identify an inventory of existing facilities including an assessment of condition and</p> <p>Administrative Priority: A.5. Service Enhancement Opportunities</p> <p>Activity:</p>								
STAKEHOLDER IDENTIFICATION:	<table> <tr> <th>Name & Role</th><th>Responsibility or Contribution</th></tr> <tr> <td>PMP professional</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>Other Internal Departments (Engineering, Recreation & Parks, PW, Corporate Comms, etc.)</td><td>Consult and inform as required</td></tr> </table>	Name & Role	Responsibility or Contribution	PMP professional	Project Management Services	Utilities Primary	Owner of the infrastructure Involved in project planning, prioritization and technical assistance	Other Internal Departments (Engineering, Recreation & Parks, PW, Corporate Comms, etc.)	Consult and inform as required
Name & Role	Responsibility or Contribution								
PMP professional	Project Management Services								
Utilities Primary	Owner of the infrastructure Involved in project planning, prioritization and technical assistance								
Other Internal Departments (Engineering, Recreation & Parks, PW, Corporate Comms, etc.)	Consult and inform as required								

	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																																				
TIMELINE:	Q3-Q4 prior year – inspections and identification of infrastructure for repair or replacement for the following year. Development of scope of work. Q1 – RFQ/RFP Q2-Q3 - Design Q3-Q4 – Construction																																					
FINANCIAL INFORMATION:	<table border="1"> <tr><td>Investment Year 2022</td><td>\$</td><td>2,075,000</td></tr> <tr><td>Investment Year 2023</td><td>\$</td><td>3,035,000</td></tr> <tr><td>Investment Year 2024</td><td>\$</td><td>2,200,000</td></tr> <tr><td>Investment Year 2025</td><td>\$</td><td>1,170,000</td></tr> <tr><td>Investment Year 2026</td><td>\$</td><td>745,000</td></tr> <tr><td>Investment Year 2027</td><td>\$</td><td>2,050,000</td></tr> <tr><td>Investment Year 2028</td><td>\$</td><td>330,000</td></tr> <tr><td>Investment Year 2029</td><td>\$</td><td>1,790,000</td></tr> <tr><td>Investment Year 2030</td><td>\$</td><td>2,000,000</td></tr> <tr><td>Investment Year 2031</td><td>\$</td><td>570,000</td></tr> <tr><td colspan="2">Total</td><td>\$ 15,965,000</td></tr> <tr><td colspan="3">See Capital Project Worksheet for details.</td></tr> </table>	Investment Year 2022	\$	2,075,000	Investment Year 2023	\$	3,035,000	Investment Year 2024	\$	2,200,000	Investment Year 2025	\$	1,170,000	Investment Year 2026	\$	745,000	Investment Year 2027	\$	2,050,000	Investment Year 2028	\$	330,000	Investment Year 2029	\$	1,790,000	Investment Year 2030	\$	2,000,000	Investment Year 2031	\$	570,000	Total		\$ 15,965,000	See Capital Project Worksheet for details.			
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Total		\$ 15,965,000																																				
See Capital Project Worksheet for details.																																						
OPERATIONAL IMPACTS:		<input type="radio"/> Yes <input checked="" type="radio"/> No If yes, refer to Operating Impacts Worksheet for details.																																				
ASSOCIATED OPERATING BUSINESS CASE:		N/A																																				

APPROVAL

Author:	Neeraj Sinha/Micah Seon King	February 23, 2021
	Project Charter Developer	Date
Director:	Kate Polkovsky, M.Eng, P.Eng, PMP	March 4, 2021
	Director	Date

DCAO/CPO:

Deputy Chief Administrative Officer/Chief People
Officer

Date

CAPITAL PROJECT WORKSHEET

PROJECT COMPONENT Specify year(s)	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Land Determined Costs										
Concept Planning	200,000				125,000	100,000		100,000	150,000	
Detailed Planning and Design	305,000	260,000	75,000	200,000	125,000	150,000	100,000	200,000	200,000	150,000
Site Servicing										
Structure/Building Construction	1,350,000	2,124,000	1,620,000	760,000	350,000	1,360,000	175,000	1,180,000	1,400,000	350,000
Landscaping										
Construction Management	100,000	120,000	100,000	80,000	50,000	100,000	20,000	80,000	100,000	20,000
Commissioning and QA/QC										
Contingency	120,000	531,000	405,000	130,000	95,000	340,000	35,000	230,000	150,000	50,000
Public Participation Activities										
Equipment										
TOTAL	2,075,000	3,035,000	2,200,000	1,170,000	745,000	2,050,000	330,000	1,790,000	2,000,000	570,000

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	Allocation of funds every other year, with design the previous year.
Storm Water Rehab (Non-trenchless) program	Existing bi-annual storm design funds and construction funds bi-annually for any large diameter (open cut or large CIPP) rehabilitations, with design the previous year.
Existing Ravine Rehabilitation	As per the Condition Assessment, prices adjusted for inflation, assuming 2% escalation per year.

YEAR:	2022
CHARTER NUMBER:	STORM-004
CHARTER NAME:	Stormwater Management Level of Service (LOS)
LEAD DEPARTMENT:	Utilities and Environment - Storm

TYPE:	Choose one: <input checked="" type="radio"/> RMR <input type="radio"/> GROWTH	
	Include one to two sentences description why project is RMR or Growth.	
ASSET CATEGORY:	Choose one: <input type="radio"/> Civic Facilities <input type="radio"/> Master Plan, Studies, & Other <input checked="" type="radio"/> Roads & Other Engineered Structures <input type="radio"/> Historical/ Cultural	<input type="radio"/> Parks & Trails <input type="radio"/> Mobile & Other Equipment <input type="radio"/> 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>Current State - 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>Issue - 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 public identified driven or localized storm/drainage issues component to this program where administration prioritizes locations which have been identified by either public or operations.</p> <p>Opportunities - This project also includes an annual budget for 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>
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	<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>Six (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 qualified consultants and contractors for the project. • Extreme variability of scope for drainage and storm issues. High probability of unknown issues exposed during construction or design phase. • Residential Issues <p>Project prioritization may change over the years depending on optimization with other projects, development, demand, risk, and targeted level of service</p>								
STRATEGIC PLAN & CORPORATE BUSINESS PLAN ALIGNMENT:	<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> <p>Council Priority: 6. Environmental Stewardship</p> <p>Activity: 4.5 Adopt a total cost of ownership approach in assessing lifecycle of existing and new</p> <p>Administrative Priority: A.5. Service Enhancement Opportunities</p> <p>Activity: N / A</p>								
STAKEHOLDER IDENTIFICATION:	<table> <tr> <th>Name & Role</th><th>Responsibility or Contribution</th></tr> <tr> <td>PMP professional</td><td>Project Management</td></tr> <tr> <td>Utilities Primary</td><td>Involved in project planning, prioritization, and technical assistance</td></tr> <tr> <td>Other Internal Departments (Engineering, Recreation & Parks, PW, Corporate Comms, etc.)</td><td>Consult and inform as required</td></tr> </table>	Name & Role	Responsibility or Contribution	PMP professional	Project Management	Utilities Primary	Involved in project planning, prioritization, and technical assistance	Other Internal Departments (Engineering, Recreation & Parks, PW, Corporate Comms, etc.)	Consult and inform as required
Name & Role	Responsibility or Contribution								
PMP professional	Project Management								
Utilities Primary	Involved in project planning, prioritization, and technical assistance								
Other Internal Departments (Engineering, Recreation & Parks, PW, Corporate Comms, etc.)	Consult and inform as required								

	City of St. Albert Risk & Insurance Department Secondary	Consulted on all projects to determine if insurance required.																																												
	Businesses, Residents, School Boards in the surrounding area	Inform and consult as required																																												
	Environment Branch 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:	<table border="1"> <tr> <td>Investment Year</td><td>2022</td><td>\$</td><td>1,748,000</td></tr> <tr> <td>Investment Year</td><td>2023</td><td>\$</td><td>4,056,000</td></tr> <tr> <td>Investment Year</td><td>2024</td><td>\$</td><td>1,748,000</td></tr> <tr> <td>Investment Year</td><td>2025</td><td>\$</td><td>2,559,000</td></tr> <tr> <td>Investment Year</td><td>2026</td><td>\$</td><td>2,970,000</td></tr> <tr> <td>Investment Year</td><td>2027</td><td>\$</td><td>2,675,000</td></tr> <tr> <td>Investment Year</td><td>2028</td><td>\$</td><td>1,390,000</td></tr> <tr> <td>Investment Year</td><td>2029</td><td>\$</td><td>1,936,000</td></tr> <tr> <td>Investment Year</td><td>2030</td><td>\$</td><td>2,005,000</td></tr> <tr> <td>Investment Year</td><td>2031</td><td>\$</td><td>2,005,000</td></tr> <tr> <td>Total</td><td></td><td>\$</td><td>23,092,000</td></tr> </table>	Investment Year	2022	\$	1,748,000	Investment Year	2023	\$	4,056,000	Investment Year	2024	\$	1,748,000	Investment Year	2025	\$	2,559,000	Investment Year	2026	\$	2,970,000	Investment Year	2027	\$	2,675,000	Investment Year	2028	\$	1,390,000	Investment Year	2029	\$	1,936,000	Investment Year	2030	\$	2,005,000	Investment Year	2031	\$	2,005,000	Total		\$	23,092,000	See Capital Project Worksheet for details.
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Total		\$	23,092,000																																											
OPERATIONAL IMPACTS:		<input type="radio"/> Yes <input checked="" type="radio"/> No If yes, refer to Operating Impacts Worksheet for details.																																												
ASSOCIATED OPERATING BUSINESS CASE:		N/A																																												

APPROVAL

Author:	Neeraj Sinha/Micah Seon-King	February 19, 2021
	Project Charter Developer	Date
Director:	Kate Polkovsky, M.Eng, P.Eng, PMP	March 4, 2021
	Director	Date
DCAO/CPO:		

Deputy Chief Administrative Officer/Chief People Officer	Date
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CAPITAL PROJECT WORKSHEET

PROJECT COMPONENT <i>Specify year(s)</i>	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Land Determined Costs										
Concept Planning	50,000	100,000	50,000	90,000	100,000	90,000	46,400	66,000	80,000	80,000
Detailed Planning and Design	200,000	400,000	200,000	205,000	225,000	205,000	105,000	150,000	155,000	155,000
Site Servicing										
Structure/Building Construction	1,200,000	2,936,000	1,200,000	1,800,000	2,000,000	1,800,000	951,600	1,320,000	1,360,000	1,360,000
Landscaping										
Construction Management	70,000	180,000	70,000	130,000	145,000	130,000	55,000	70,000	70,000	70,000
Commissioning and QA/QC										
Contingency	228,000	440,000	228,000	334,000	500,000	450,000	232,000	330,000	340,000	340,000
Public Participation Activities										
Equipment										
TOTAL	1,748,000	4,056,000	1,748,000	2,559,000	2,970,000	2,675,000	1,390,000	1,936,000	2,005,000	2,005,000

Please note Public Art is budgeted separately on the Ten-Year Capital Plan.

Comments:
Costs based on 2019 project costs and the first 3 years of the program are reviewed in more detail annually. Applied the 2022 corporate assumptions to the estimates

Costs in 2022 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 (public identified) & Minor Sag Locations	Annual program to address small 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	Annual program to have 5-6 locations over summer months, costs derived from 2020 project contract.

CAPITAL PROJECT CHARTER

YEAR:	2022
CHARTER NUMBER:	STORM-007
CHARTER NAME:	Sedimentation and Erosion Control Plan
LEAD DEPARTMENT:	Utilities and Environment - Storm

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

PROJECT CHARTER JUSTIFICATION:	<p>Alberta Environment Guidelines for Stormwater water quality guidelines indicate 85% of sediment 75 microns or larger must be removed from storm water prior to release to a natural water body.</p> <p>Current State - 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>Issue - 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>Opportunities - 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 the high priority outfalls, the program will then expand to remaining outfalls to provide further long term environmental stewardship and mitigate impacts to the watershed.</p> <p>Risks –</p>
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	<ol style="list-style-type: none"> 1. Plans based on current Alberta Environment Stormwater Water Quality Guidelines; these could become more restrictive at any time. 2. 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 and costs. 3. Land is available for the construction, i.e. grit interceptors, sedimentation ponds, erosion control measures, for each outfall or ravine. 4. Weather is a concern with these types of projects and as such fall construction is ideal 5. Sturgeon River water level 6. Soil conditions 7. Qualified contractors are available 8. Affected infrastructure relocations and repairs 																		
STRATEGIC PLAN & CORPORATE BUSINESS PLAN ALIGNMENT:	<p>Council Priority: 6. Environmental Stewardship</p> <p>Activity: 4.4 Identify an inventory of existing facilities including an assessment of condition and</p> <p>Administrative Priority: A.3. Mandated Service Requirements</p> <p>Activity: N / A</p>																		
STAKEHOLDER IDENTIFICATION:	<table> <tr> <th>Name & Role</th><th>Responsibility or Contribution</th></tr> <tr> <td>PMP professional</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>Environment Branch 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>Other Internal Departments (Engineering, Recreation & Parks, PW, Corporate Comms, etc.)</td><td>Consult and inform as required</td></tr> <tr> <td>City Culture Dept - secondary</td><td>Consulted for future Public Art opportunities</td></tr> <tr> <td>External Stakeholders (residents, school boards, businesses, etc)</td><td>Consult and inform as required.</td></tr> </table>	Name & Role	Responsibility or Contribution	PMP professional	Project Management	Utilities Primary	Utility Infrastructure Owner	Infrastructure Branch - Primary	Input on capacity requirements, maintenance schedules, replacement timelines that could affect design	Environment Branch 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	Other Internal Departments (Engineering, Recreation & Parks, PW, Corporate Comms, etc.)	Consult and inform as required	City Culture Dept - secondary	Consulted for future Public Art opportunities	External Stakeholders (residents, school boards, businesses, etc)	Consult and inform as required.
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External Stakeholders (residents, school boards, businesses, etc)	Consult and inform as required.																		

TIMELINE:	<p>2021-2024– Design is scheduled one year prior to construction. Outfalls #5, #11D, #19, #N9, 7B, outlet #008, #9, #6B and #17A/17B have been added to the program based on high priority outfall repairs.</p> <p>2025-2030 – Design and construction of smaller outfalls and lower priority outfalls impacting the watershed.</p> <p>Funds will also be utilized to ensure that any maintenance activities outside of regular operations is addressed to all high priority and rehabilitated outfalls.</p>																																													
FINANCIAL INFORMATION:	<table border="1"> <tr> <td>Investment Year</td> <td>2022</td> <td>\$</td> <td>1,256,000</td> </tr> <tr> <td></td> <td>2023</td> <td>\$</td> <td>2,691,000</td> </tr> <tr> <td></td> <td>2024</td> <td>\$</td> <td>600,000</td> </tr> <tr> <td></td> <td>2025</td> <td>\$</td> <td>600,000</td> </tr> <tr> <td></td> <td>2026</td> <td>\$</td> <td>1,256,000</td> </tr> <tr> <td></td> <td>2027</td> <td>\$</td> <td>600,000</td> </tr> <tr> <td></td> <td>2028</td> <td>\$</td> <td>1,256,000</td> </tr> <tr> <td></td> <td>2029</td> <td>\$</td> <td>600,000</td> </tr> <tr> <td></td> <td>2030</td> <td>\$</td> <td>1,256,000</td> </tr> <tr> <td></td> <td>2031</td> <td>\$</td> <td>600,000</td> </tr> <tr> <td></td> <td>Total</td> <td>\$</td> <td>10,715,000</td> </tr> </table>	Investment Year	2022	\$	1,256,000		2023	\$	2,691,000		2024	\$	600,000		2025	\$	600,000		2026	\$	1,256,000		2027	\$	600,000		2028	\$	1,256,000		2029	\$	600,000		2030	\$	1,256,000		2031	\$	600,000		Total	\$	10,715,000	<p>See Capital Project Worksheet for details.</p>
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OPERATIONAL IMPACTS:		<input checked="" type="radio"/> Yes <input type="radio"/> No If yes, refer to Operating Impacts Worksheet for details.																																												
ASSOCIATED OPERATING BUSINESS CASE:																																														

APPROVAL

Author:	Neeraj Sinha/Micah Seon King	February 19, 2021/March 26, 2021
	Project Charter Developer	Date
Director:	Kate Polkovsky	March 10, 2021
	Director	Date

CAPITAL PROJECT WORKSHEET

PROJECT COMPONENT	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Land Determined Costs										
Concept Planning										
Detailed Planning and Design	410,000	185,000			410,000		410,000		410,000	
Site Servicing										
Strucure/Building Construction	771,000	2,446,000	600,000	600,000	771,000	600,000	771,000	600,000	771,000	600,000
Landscaping										
Construction Management	75,000	60,000			75,000		75,000		75,000	
Commissioning and QA/QC										
Contingency										
Public Participation Activities										
Equipment										
TOTAL	1,256,000	2,691,000	600,000	600,000	1,256,000	600,000	1,256,000	600,000	1,256,000	600,000

Please note Public Art is budgeted separately on the Ten-Year Capital Plan.

Comments:
Costs are based on the 2014 program update by Stantec and recent historical information from past outfall projects. Inflation of 2% is applied to each year based on 2014 cost estimates. Funding is from the utility model. Desig is to occur one year prior to construction.

OPERATING IMPACTS WORKSHEET

<input checked="" type="radio"/> One Time <input type="radio"/> Ongoing	An additional \$3,000/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.
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OPERATING IMPACTS	2022	2023	2024
List the Type of Operating Expense and Department impacted.			
Outfall 10 - Sedimentation Control Device Cleaning/ Maintenance	3,000	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
Outfall 8B - Sedimentation Control Device Cleaning/ Maintenance		3,000	3,000
Outfall 12 - Sedimentation Control Device Cleaning/ Maintenance		3,000	3,000
TOTAL	6,000	15,000	15,000

CAPITAL PROJECT CHARTER

YEAR:	2022
CHARTER NUMBER:	WASWT-001
CHARTER NAME:	Wastewater Rehabilitation Program
LEAD DEPARTMENT:	Utilities & Environment - Wastewater

TYPE:	Choose one: <input checked="" type="radio"/> RMR <input type="radio"/> GROWTH	
	This project supports on-going replacement, maintenance and rehabilitation of existing wastewater systems infrastructure.	
ASSET CATEGORY:	Choose one: <input type="radio"/> Civic Facilities <input type="radio"/> Master Plan, Studies, & Other <input checked="" type="radio"/> Roads & Other Engineered Structures <input type="radio"/> Historical/ Cultural	<input type="radio"/> Parks & Trails <input type="radio"/> Mobile & Other Equipment <input type="radio"/> 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 (I&I) reduction programs of wastewater mainline/manholes as well as wastewater lift stations through replacement/rehabilitation of wastewater assets nearing, at, or beyond the end of life cycle.</p> <p>Current State - This ongoing project enables the City to continue the proactive program and system upgrades with an outcome to identify and reduce I & I throughout the entire wastewater network (approx. 400km) and rehabilitation of approx. 30 wastewater lift stations.</p> <p>Issue - 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>Opportunities – This RMR program supports the increased capacity for the wastewater flows, reduces the potential risks associated with peak flows, and wastewater surcharging.</p> <p>Risks - Inclement weather, contractor availability, seasonal staff availability, conflicting underground infrastructure, emergency breakdowns may require priorities to be shifted.</p>
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	Risks - Contractor availability and inclement weather, conflicting underground infrastructure		
STRATEGIC PLAN & CORPORATE BUSINESS PLAN ALIGNMENT:	Council Priority: 4. Infrastructure Investment Activity: 4.4 Identify an inventory of existing facilities including an assessment of condition and Administrative Priority: A.5. Service Enhancement Opportunities Activity:		
STAKEHOLDER IDENTIFICATION:	Utilities Manager – Primary Utilities Supervisor (Construction & Maintenance) Utilities Engineer Team Lead Finance – budget allocation and approval Capital Projects Office - Secondary Risk and Insurance- Secondary		
TIMELINE:	Q3-Q4 prior year – inspections and identification of infrastructure for repair or replacement for the following year. Development of scope of work. Q1 – RFQ Q2-Q4 – Construction		
FINANCIAL INFORMATION:	Investment Year 2022 2023 2024 2025 2026 2027 2028 2029 2030 2031 Total	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$	273,360 278,827 284,403 300,000 300,000 300,000 300,000 300,000 300,000 300,000 300,000 300,000 2,936,590 See Capital Project Worksheet for details.
OPERATIONAL IMPACTS:		<input type="radio"/> Yes <input checked="" type="radio"/> No If yes, refer to Operating Impacts Worksheet for details.	
ASSOCIATED OPERATING BUSINESS CASE:			

APPROVAL

Author:	Micah Seon King	February 19, 2021
	Project Charter Developer	Date
Director:	Kate Polkovsky	March 10, 2021
	Director	Date
DCAO/CPO:		
	Deputy Chief Administrative Officer/Chief People Officer	Date

CAPITAL PROJECT WORKSHEET

PROJECT COMPONENT Specify year(s)	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Land Determined Costs										
Concept Planning										
Detailed Planning and Design										
Site Servicing										
Strucure/Building Construction	273,360	278,827	284,403	300,000	300,000	300,000	300,000	300,000	300,000	300,000
Landscaping										
Construction Management										
Commissioning and QA/QC										
Contingency										
Public Participation Activities										
Equipment										
TOTAL	273,360	278,827	284,403	300,000	300,000	300,000	300,000	300,000	300,000	300,000

Please note Public Art is budgeted separately on the Ten-Year Capital Plan.

Comments:

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

Main line valves: Estimated \$10,000 per valve replaced. Cost estimates reflect 2022 corporate assumptions.

CAPITAL PROJECT CHARTER

YEAR:	2022
CHARTER NUMBER:	WASWT-002
CHARTER NAME:	Wastewater Household Service Replacement
LEAD DEPARTMENT:	Utilities & Environment - Wastewater

TYPE:	Choose one: <input checked="" type="radio"/> RMR <input type="radio"/> GROWTH	
	This project supports on-going replacement/rehabilitation of existing wastewater services that are defective.	
ASSET CATEGORY:	Choose one: <input type="radio"/> Civic Facilities <input type="radio"/> Master Plan, Studies, & Other <input checked="" type="radio"/> Roads & Other Engineered Structures <input type="radio"/> Historical/ Cultural	<input type="radio"/> Parks & Trails <input type="radio"/> Mobile & Other Equipment <input type="radio"/> 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>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> <p>Current State - Approximately 19,000 residential sanitary services exist in the City with life cycles spanning 50 years. Program focuses on upgrading and replacement for the older sanitary sewer services.</p> <p>Issue - 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>Opportunities - 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 reduced costs (i.e. expense for mobilization/demobilization of equipment, utility locates, and other applicable construction</p>
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	activities) between the City and the homeowner as opposed to both parties incurring these costs separately. Risks - Inclement weather, contractor availability, seasonal staff availability, conflicting underground infrastructure.																																																
STRATEGIC PLAN & CORPORATE BUSINESS PLAN ALIGNMENT:	Council Priority: 4. Infrastructure Investment Activity: 4.4 Identify an inventory of existing facilities including an assessment of condition and Administrative Priority: A.5. Service Enhancement Opportunities Activity:																																																
STAKEHOLDER IDENTIFICATION:	Utilities Manager – Primary Utilities Supervisor (Construction & Maintenance) - Primary Utilities Engineer - Primary Team Lead - Primary Finance – budget allocation and approval Capital Projects Office - Secondary Risk and Insurance- Secondary Residents, Businesses, Schools in the surrounding area - secondary																																																
TIMELINE:	Q3-Q4 prior year – inspections and identification of infrastructure for repair or replacement for the following year. Development of scope of work. Q1 – RFQ Q2-Q4 – Construction Testing and commissioning to take place immediately after replacement is completed. Concrete and landscape restoration occur in collaboration with PW Operations scheduling.																																																
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OPERATIONAL IMPACTS:	<input type="radio"/> Yes <input checked="" type="radio"/> No If yes, refer to Operating Impacts Worksheet for details.																																																

ASSOCIATED OPERATING BUSINESS CASE:		
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APPROVAL

Author:	Neeraj Sinha/ Micah Seon King	February 19, 2021
	Project Charter Developer	Date
Director:	Kate Polkovsky	March 10, 2021
	Director	Date
DCAO/CPO:		
	Deputy Chief Administrative Officer/Chief People Officer	Date

CAPITAL PROJECT WORKSHEET

PROJECT COMPONENT Specify year(s)	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Land Determined Costs										
Concept Planning										
Detailed Planning and Design										
Site Servicing										
Strucure/Building Construction	250,000	250,000	275,000	275,000	275,000	275,000	275,000	275,000	275,000	275,000
Landscaping										
Construction Management										
Commissioning and QA/QC										
Contingency										
Public Participation Activities										
Equipment										
TOTAL	250,000	250,000	275,000	275,000	275,000	275,000	275,000	275,000	275,000	275,000

Please note Public Art is budgeted separately on the Ten-Year Capital Plan.

Comments:

CAPITAL PROJECT CHARTER

YEAR:	2022
CHARTER NUMBER:	WASWT-003
CHARTER NAME:	Wastewater Main Replacement
LEAD DEPARTMENT:	Utilities & Environment - Wastewater

TYPE:	Choose one: <input checked="" type="radio"/> RMR <input type="radio"/> GROWTH	
	This project supports the on-going assessment, rehabilitation and replacement of existing wastewater system infrastructure.	
ASSET CATEGORY:	Choose one: <input type="radio"/> Civic Facilities <input type="radio"/> Master Plan, Studies, & Other <input checked="" type="radio"/> Roads & Other Engineered Structures <input type="radio"/> Historical/ Cultural	<input type="radio"/> Parks & Trails <input type="radio"/> Mobile & Other Equipment <input type="radio"/> Land & Land Improvements
SCOPE STATEMENT:	Rehabilitation of wastewater infrastructure as determined through condition assessments 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 yearly Closed-Circuit Television (CCTV) inspections and excessive operation and maintenance issues.</p> <p>Current State - The focus over the last several winters has been to get the backlog of video assessment data reviewed and focus on further condition assessment and prioritization of projects. This is an ongoing program, meaning that as one sewer is rehabilitated, more needs will to be identified through condition assessment as sewer ages and deteriorate.</p> <p>Issue - 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 effects on our current infrastructure, and potential solutions to decrease H2S gas and therefore extend infrastructure life.</p> <p>Opportunities - 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</p>
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	<p>increases significantly and negatively impact the level of service provided by this infrastructure until repair is completed.</p> <p>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 neighborhoods to reduce risk of basement back-ups. 4. Some major wastewater mains are along major arterials requiring traffic impacts or night work. 																																																		
STRATEGIC PLAN & CORPORATE BUSINESS PLAN ALIGNMENT:	<p>If your project supports a Council or Administrative Priority, select from the drop downs below. Select "N / A" if your charter does not align to one of the projects below.</p> <p>Council Priority: 4. Infrastructure Investment</p> <p>Activity: N / A</p> <p>Administrative Priority: A.5. Service Enhancement Opportunities</p> <p>Activity: N / A</p>																																																		
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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.																																																		
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OPERATIONAL IMPACTS:		<input type="radio"/> Yes <input checked="" type="radio"/> No If yes, refer to Operating Impacts Worksheet for details.
ASSOCIATED OPERATING BUSINESS CASE:		Provide the name of the associated operating business case.

APPROVAL

Author:	Micah Seon King	March 26, 2021
	Project Charter Developer	Date
Director:	Kate Polkovsky	March 10, 2021
	Director	Date

CAPITAL PROJECT WORKSHEET

PROJECT COMPONENT Specify year(s)	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Land Determined Costs										
Concept Planning	27,500	47,500	27,500	27,500	47,500	27,500	27,500	47,500	27,500	27,500
Detailed Planning and Design	82,500	165,000	82,500	82,500	165,000	82,500	82,500	165,000	82,500	82,500
Site Servicing										
Structure/Building Construction	592,000	1,062,500	592,000	592,000	1,062,500	592,000	592,000	1,062,500	592,000	592,000
Landscaping										
Construction Management										
Commissioning and QA/QC										
Contingency										
Public Participation Activities										
Equipment										
TOTAL	702,000	1,275,000	702,000	702,000	1,275,000	702,000	702,000	1,275,000	702,000	702,000

Please note Public Art is budgeted separately on the Ten-Year Capital Plan.

Comments:

Costs have not been increased for inflation this year

Included \$702,000 every three years (2020, 2023, and 2026) for a large diameter rehabilitation as identified by the asset management program.

CAPITAL PROJECT CHARTER

YEAR:	2022
CHARTER NUMBER:	WASWT-004
CHARTER NAME:	Wastewater Collection System Level of Service (LOS)
LEAD DEPARTMENT:	Utilities & Environment - Wastewater

TYPE:	Choose one: <input checked="" type="radio"/> RMR <input type="radio"/> GROWTH	
	This project supports our existing wastewater system by addressing level of service limitations and increasing the capacity of our existing system.	
ASSET CATEGORY:	Choose one: <input type="radio"/> Civic Facilities <input type="radio"/> Master Plan, Studies, & Other <input checked="" type="radio"/> Roads & Other Engineered Structures <input type="radio"/> Historical/ Cultural	<input type="radio"/> Parks & Trails <input type="radio"/> Mobile & Other Equipment <input type="radio"/> 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 need 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>Current State - The Utility Master Plan indicated a need for level of service (LOS) improvements throughout the wastewater collection system.</p> <p>Issue - 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>Opportunities - 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>
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	<p>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.													
STRATEGIC PLAN & CORPORATE BUSINESS PLAN ALIGNMENT:	<p>Council Priority: 4. Infrastructure Investment</p> <p>Activity: N / A</p> <p>Administrative Priority: A.5. Service Enhancement Opportunities</p> <p>Activity: N / A</p>													
STAKEHOLDER IDENTIFICATION:	<table><tr><th>Name & Role</th><th>Responsibility or Contribution</th></tr><tr><td>PMP professional</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>Other Internal Departments (Engineering, Recreation & Parks, PW, Corporate Comms, etc.)</td><td>Consult and inform as required</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>External Stakeholders (residents, businesses, schools, school boards, etc.)</td><td>Consult and inform as required</td></tr></table>		Name & Role	Responsibility or Contribution	PMP professional	Project Management	Utilities Primary	Owner of the infrastructure Involved in project planning, prioritization and technical assistance	Other Internal Departments (Engineering, Recreation & Parks, PW, Corporate Comms, etc.)	Consult and inform as required	City of St. Albert Risk & Insurance Department	Consulted on all projects to determine if insurance is required.	External Stakeholders (residents, businesses, schools, school boards, etc.)	Consult and inform as required
Name & Role	Responsibility or Contribution													
PMP professional	Project Management													
Utilities Primary	Owner of the infrastructure Involved in project planning, prioritization and technical assistance													
Other Internal Departments (Engineering, Recreation & Parks, PW, Corporate Comms, etc.)	Consult and inform as required													
City of St. Albert Risk & Insurance Department	Consulted on all projects to determine if insurance is required.													
External Stakeholders (residents, businesses, schools, school boards, etc.)	Consult and inform as required													
TIMELINE:	<p>Bi-annual program. In each of the following year:</p> <ul style="list-style-type: none">• 2023, 2025, 2027,2029 and 2031 - Design and engineering• 2022, 2024, 2026, 2028 and 2030 - Construction years													

FINANCIAL INFORMATION:	Investment Year	2022	\$	3,114,000
		2023	\$	469,200
		2024	\$	2,955,800
		2025	\$	478,584
		2026	\$	3,013,120
		2027	\$	488,200
		2028	\$	3,013,120
		2029	\$	488,200
		2030	\$	3,013,120
		2031		488,200
	Total		\$	17,521,544
See Capital Project Worksheet for details.				
OPERATIONAL IMPACTS:		<input type="radio"/> Yes <input checked="" type="radio"/> No If yes, refer to Operating Impacts Worksheet for details.		
ASSOCIATED OPERATING BUSINESS CASE:		N/A		

APPROVAL

Author:	Neeraj Sinha/ Micah Seon-King	February 19, 2021
	Project Charter Developer	Date
Director:	Kate Polkovsky	March 12, 2021
	Director	Date
DCAO/CPO:		
	Deputy Chief Administrative Officer/Chief People Officer	Date

CAPITAL PROJECT WORKSHEET

PROJECT COMPONENT Specify year(s)	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Land Determined Costs										
Concept Planning										
Detailed Planning and Design		469,200		478,584		488,200		488,200		488,200
Site Servicing										
Structure/Building Construction	2,411,200		2,284,800		2,330,496		2,330,496		2,330,496	
Landscaping										
Construction Management	100,000		100,000		100,000		100,000		100,000	
Commissioning and QA/QC										
Contingency	602,800		571,000		582,624		582,624		582,624	
Public Participation Activities										
Equipment										
TOTAL	3,114,000	469,200	2,955,800	478,584	3,013,120	488,200	3,013,120	488,200	3,013,120	488,200

Please note Public Art is budgeted separately on the Ten-Year Capital Plan.

Comments:

Updated cost estimated include 2022 corporate assumptions.

CAPITAL PROJECT CHARTER

YEAR:	2023
CHARTER NUMBER:	WASTW-010
CHARTER NAME:	Utility Master Plan
LEAD DEPARTMENT:	Utilities & Environment - Wastewater

TYPE:	Choose one: <input checked="" type="radio"/> RMR <input type="radio"/> GROWTH	
	The Utility Master Plan Update is required to assess our existing wastewater infrastructure to determine required upgrades, repairs, or rehabilitations and establish future infrastructure needs as per the future development growth.	
ASSET CATEGORY:	<input type="radio"/> Parks & Trails <input type="radio"/> Civic Facilities <input checked="" type="radio"/> Master Plan, Studies, & Other <input type="radio"/> Roads & Other Engineered Structures <input type="radio"/> Historical/ Cultural	<input type="radio"/> Parks & Trails <input type="radio"/> Mobile & Other Equipment <input type="radio"/> Land & Land Improvements
SCOPE STATEMENT:	Update of the Utility Master Plan due to changes in environmental regulations, deterioration and renewal of infrastructure, and as per long-term future development. An update to the UMP will be completed in 2021 focusing on the development and renewal of the City, with the updated considerations of the new Flourish MDP. A complete reassessment is scheduled in 2024 considering the incorporated 2021 updates, as well as lands that have been considered in any annexations.	

PROJECT CHARTER JUSTIFICATION:	<p>The Utility 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). The UMP will consider level of service programs,</p>
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	<p>redevelopment throughout the City, and optimization of the utility systems.</p> <p>The City of St. Albert is in process of working through an annexation process. The City's updated MDP and Carrot Creek master drainage plan will be in place at this point. The UMP reassessment for the City's Water, Wastewater and Storm systems will begin in 2023 for completion in 2024 and will provide infrastructure to support the future development growth.</p> <p>Project Risks</p> <ul style="list-style-type: none"> • Risk of not performing includes outdated infrastructure servicing plan and not relative to the desired development of the City. • Availability of Consultants to complete the UMP. • The rate of development over the years might have changed. <p>Assumptions</p> <ul style="list-style-type: none"> • Development will require the UMP to be updated in 2021 and then in 2023. • Qualified consultants will be available for the work and will be able to complete the work. <p>Lifecycle Costing</p> <p>The Utility Master Plan is updated every 5 years and is completely redone every 10 years.</p>												
STRATEGIC PLAN & CORPORATE BUSINESS PLAN ALIGNMENT:	<p>Council Priority: 4. Infrastructure Investment</p> <p>Activity: 4.4 Identify an inventory of existing facilities including an assessment of condition and</p> <p>Administrative Priority: A.3. Mandated Service Requirements</p> <p>Activity: A.2.3 Succession Planning</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 Secondary</td><td>Secondary 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> <tr> <td>Other Internal Departments (Fire Services, Recreation & Parks, etc.</td><td>Consult and inform as required</td></tr> <tr> <td>Other external Stakeholders (residents, schools, businesses)</td><td>Consult and Inform as required.</td></tr> </table>	Name & Role	Responsibility or Contribution	Utilities Primary	Primary Stakeholder	Engineering Services Secondary	Secondary Stakeholder	City of St Albert Risk & Insurance Department Secondary	Consulted on all projects to determine if insurance is required.	Other Internal Departments (Fire Services, Recreation & Parks, etc.	Consult and inform as required	Other external Stakeholders (residents, schools, businesses)	Consult and Inform as required.
Name & Role	Responsibility or Contribution												
Utilities Primary	Primary Stakeholder												
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City of St Albert Risk & Insurance Department Secondary	Consulted on all projects to determine if insurance is required.												
Other Internal Departments (Fire Services, Recreation & Parks, etc.	Consult and inform as required												
Other external Stakeholders (residents, schools, businesses)	Consult and Inform as required.												
TIMELINE:	2023 – Initiate 2024 Master Plan Renewal												

	2024 – Master Plan Renewal	
	UMP will be updated in 2020-21 to reflect the long-term future growth strategy as noted in the ongoing MDP Growth Scenario.	
FINANCIAL INFORMATION:	Investment Year	2022
		2023
		2024
		2025
		2026
		2027
		2028
		2029
		2030
		2031
	Total	\$ 400,000
	See Capital Project Worksheet for details.	
OPERATIONAL IMPACTS:		<input type="radio"/> Yes <input checked="" type="radio"/> No If yes, refer to Operating Impacts Worksheet for details.
ASSOCIATED OPERATING BUSINESS CASE:		

APPROVAL

Author:	Neeraj Sinha/Maggie Wang/Micah Seon King	February 19, 2021
	Project Charter Developer	Date
Director:	Kate Polkovsky	March 10, 2021
	Director	Date
DCAO/CPO:		
	Deputy Chief Administrative Officer/Chief People Officer	Date

CAPITAL PROJECT WORKSHEET

PROJECT COMPONENT <i>Specify year(s)</i>	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Land Determined Costs										
Concept Planning										
Detailed Planning and Design		400,000								
Site Servicing										
Structure/Building Construction										
Landscaping										
Construction Management										
Commissioning and QA/QC										
Contingency										
Public Participation Activities										
Equipment										
TOTAL	-	400,000	-	-	-	-	-	-	-	-

Please note Public Art is budgeted separately on the Ten-Year Capital Plan.

Comments:

2023: Based on an average consultant cost of \$185 and approximately 6,500 of work and 2022 corporate assumptions.

CAPITAL PROJECT CHARTER

YEAR:	2028
CHARTER NUMBER:	WASWT-020
CHARTER NAME:	Wastewater Lift Station Study
LEAD DEPARTMENT:	Utilities & Environment - Wastewater

TYPE:	Choose one: <input checked="" type="radio"/> RMR <input type="radio"/> GROWTH	
	This project is responsible for assessing the condition of the infrastructure at all City of St. Albert Lift Stations.	
ASSET CATEGORY:	Choose one: <input type="radio"/> Civic Facilities <input checked="" type="radio"/> Master Plan, Studies, & Other <input type="radio"/> Roads & Other Engineered Structures <input type="radio"/> Historical/ Cultural	<input type="radio"/> Parks & Trails <input type="radio"/> Mobile & Other Equipment <input type="radio"/> 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 was completed in 2006 and 2019. The Assessment reviewed the existing infrastructure and prioritized upgrades and rehabilitation programs that are viable and cost-effective. 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. The upgrade to Oakmont lift station will be completed in 2020.</p> <p>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 2028 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 outdated 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>												
STRATEGIC PLAN & CORPORATE BUSINESS PLAN ALIGNMENT:	<p>Council Priority: 4. Infrastructure Investment</p> <p>Activity: 4.4 Identify an inventory of existing facilities including an assessment of condition and</p> <p>Administrative Priority: A.5. Service Enhancement Opportunities</p> <p>Activity:</p>												
STAKEHOLDER IDENTIFICATION:	<table><tr><th>Name & Role</th><th>Responsibility or Contribution</th></tr><tr><td>PMP professional</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>Other Internal Departments (Engineering, Recreation & Parks, PW, Corporate Comms, etc.)</td><td>Consult and inform as required</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>External Stakeholders (residents, schools, school boards, etc.)</td><td>Consult and inform as required</td></tr></table>	Name & Role	Responsibility or Contribution	PMP professional	Project Management	Utilities Primary	Owner of the infrastructure Involved in project planning, prioritization and technical assistance	Other Internal Departments (Engineering, Recreation & Parks, PW, Corporate Comms, etc.)	Consult and inform as required	City of St. Albert Risk & Insurance Department	Consulted on all projects to determine if insurance is required.	External Stakeholders (residents, schools, school boards, etc.)	Consult and inform as required
Name & Role	Responsibility or Contribution												
PMP professional	Project Management												
Utilities Primary	Owner of the infrastructure Involved in project planning, prioritization and technical assistance												
Other Internal Departments (Engineering, Recreation & Parks, PW, Corporate Comms, etc.)	Consult and inform as required												
City of St. Albert Risk & Insurance Department	Consulted on all projects to determine if insurance is required.												
External Stakeholders (residents, schools, school boards, etc.)	Consult and inform as required												

TIMELINE:	Studies are to be conducted every 10 years.	
FINANCIAL INFORMATION:	Investment Year	2022
		2023
		2024
		2025
		2026
		2027
		2028
		2029
		2030
		2031
	Total	\$ 335,500
	See Capital Project Worksheet for details.	
OPERATIONAL IMPACTS:		<input type="radio"/> Yes <input checked="" type="radio"/> No If yes, refer to Operating Impacts Worksheet for details.
ASSOCIATED OPERATING BUSINESS CASE:		

APPROVAL

Author:	Neeraj Sinha/Maggie Wang/Micah Seon King	February 19, 2021
	Project Charter Developer	Date
Director:	Kate Polkovsky	March 10, 2021
	Director	Date
DCAO/CPO:		
	Deputy Chief Administrative Officer/Chief People Officer	Date

CAPITAL PROJECT WORKSHEET

PROJECT COMPONENT Specify year(s)	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Land Determined Costs										
Concept Planning										
Detailed Planning and Design										
Site Servicing										
Strucure/Building Construction	-	-	-	-	-	-	280,500	-	-	-
Landscaping										
Construction Management										
Commissioning and QA/QC										
Contingency							55,000			
Public Participation Activities										
Equipment										
TOTAL	-	-	-	-	-	-	335,500	-	-	-

Please note Public Art is budgeted separately on the Ten-Year Capital Plan.

Comments:
Cost of 2018 liftstation study was \$274,700. Cost estimatge is based on contingency of 20% and esclationj of 2% as outlined in the 2022 corporate assumptions.

CAPITAL PROJECT CHARTER

YEAR:	2023
CHARTER NUMBER:	WATER-002
CHARTER NAME:	Utility Master Plan
LEAD DEPARTMENT:	Utilities & Environment – Water

TYPE:	Choose one: <input checked="" type="radio"/> RMR <input type="radio"/> GROWTH	
	The Utility Master Plan Update is required to assess our existing water infrastructure to determine required upgrades, repairs, or rehabilitations and establish future infrastructure needs as per the future development growth.	
ASSET CATEGORY:	Choose one: <input type="radio"/> Civic Facilities <input checked="" type="radio"/> Master Plan, Studies, & Other <input type="radio"/> Roads & Other Engineered Structures <input type="radio"/> Historical/ Cultural	<input type="radio"/> Parks & Trails <input type="radio"/> Mobile & Other Equipment <input type="radio"/> Land & Land Improvements
SCOPE STATEMENT:	Update of the Utility Master Plan due to changes in environmental regulations, deterioration and renewal of infrastructure, and as per long-term future development. An extensive update to the UMP will be completed in 2021 focusing on the development and renewal of the City, with the updated considerations of the Flourish MDP. A complete reassessment is scheduled in 2024 considering the incorporated 2021 updates, as well as lands that have been considered in any annexations.	

PROJECT CHARTER JUSTIFICATION:	<p>The Utility 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). The UMP will consider level of service programs,</p>
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	<p>redevelopment throughout the City, and optimization of the utility systems.</p> <p>The City of St. Albert is in process of working through an annexation process. The City's updated MDP and Carrot Creek master drainage plan will be in place at this point. The UMP reassessment for the City's Water, Wastewater and Storm systems will begin in 2023 for completion in 2024 and will provide infrastructure to support the future development growth.</p> <p>Project Risks</p> <ul style="list-style-type: none"> • Risk of not performing includes outdated infrastructure servicing plan and not relative to the desired development of the City. • Availability of Consultants to complete the UMP. • The rate of development over the years might have changed. <p>Assumptions</p> <ul style="list-style-type: none"> • Development will require the UMP to be updated in 2021 and then in 2023. • Qualified consultants will be available for the work and will be able to complete the work. <p>Lifecycle Costing</p> <p>The Utility Master Plan is updated every 5 years and is completely redone every 10 years.</p>												
STRATEGIC PLAN & CORPORATE BUSINESS PLAN ALIGNMENT:	<p>Council Priority: 4. Infrastructure Investment</p> <p>Activity: 4.4 Identify an inventory of existing facilities including an assessment of condition and</p> <p>Administrative Priority: A.3. Mandated Service Requirements</p> <p>Activity: A.2.3 Succession Planning</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 Secondary</td><td>Secondary 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> <tr> <td>Other Internal Departments (Fire Services, Recreation & Parks, etc.</td><td>Consult and inform as required</td></tr> <tr> <td>Other external Stakeholders (residents, schools, businesses)</td><td>Consult and Inform as required.</td></tr> </table>	Name & Role	Responsibility or Contribution	Utilities Primary	Primary Stakeholder	Engineering Services Secondary	Secondary Stakeholder	City of St Albert Risk & Insurance Department Secondary	Consulted on all projects to determine if insurance is required.	Other Internal Departments (Fire Services, Recreation & Parks, etc.	Consult and inform as required	Other external Stakeholders (residents, schools, businesses)	Consult and Inform as required.
Name & Role	Responsibility or Contribution												
Utilities Primary	Primary Stakeholder												
Engineering Services Secondary	Secondary Stakeholder												
City of St Albert Risk & Insurance Department Secondary	Consulted on all projects to determine if insurance is required.												
Other Internal Departments (Fire Services, Recreation & Parks, etc.	Consult and inform as required												
Other external Stakeholders (residents, schools, businesses)	Consult and Inform as required.												
TIMELINE:	2023 – Initiate 2024 Master Plan Renewal												

	2024 – Master Plan Renewal UMP will be updated in 2020 to reflect the long-term future growth strategy as noted in the ongoing MDP Growth Scenario.	
FINANCIAL INFORMATION:	Investment Year	2022
		2023
		2024
		2025
		2026
		2027
		2028
		2029
		2030
		2031
	Total	\$ 400,000
	See Capital Project Worksheet for details.	
OPERATIONAL IMPACTS:		<input type="radio"/> Yes <input checked="" type="radio"/> No If yes, refer to Operating Impacts Worksheet for details.
ASSOCIATED OPERATING BUSINESS CASE:		

APPROVAL

Author:	Neeraj Sinha /Micah Seon King	February 19, 2021
	Project Charter Developer	Date
Director:	Kate Polkovsky	March 10, 2021
	Director	Date
DCAO/CPO:		
	Deputy Chief Administrative Officer/Chief People Officer	Date

CAPITAL PROJECT WORKSHEET

PROJECT COMPONENT <i>Specify year(s)</i>	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Land Determined Costs										
Concept Planning										
Detailed Planning and Design		400,000								
Site Servicing										
Structure/Building Construction										
Landscaping										
Construction Management										
Commissioning and QA/QC										
Contingency										
Public Participation Activities										
Equipment										
TOTAL	-	400,000	-	-	-	-	-	-	-	-

Please note Public Art is budgeted separately on the Ten-Year Capital Plan.

Comments:

2023: Based on an average consultant cost of \$185 and approximately 6,500 of work and 2022 corporate assumptions.

CAPITAL PROJECT CHARTER

YEAR:	2022
CHARTER NUMBER:	WATER-003
CHARTER NAME:	Water System Infrastructure Rehabilitation
LEAD DEPARTMENT:	Utilities & Environment - Water

TYPE:	Choose one: <input checked="" type="radio"/> RMR <input type="radio"/> GROWTH	
	This project supports on-going replacement, maintenance and rehabilitation of existing water systems infrastructure.	
ASSET CATEGORY:	Choose one: <input type="radio"/> Civic Facilities <input type="radio"/> Master Plan, Studies, & Other <input checked="" type="radio"/> Roads & Other Engineered Structures <input type="radio"/> Historical/ Cultural	<input type="radio"/> Parks & Trails <input type="radio"/> Mobile & Other Equipment <input type="radio"/> 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>Current State - The current inventory of the City's Water system infrastructure consists of approximately:</p> <ul style="list-style-type: none"> • 365 km Water Main • 2200 Fire Hydrants • 2550 Main Line Valves • 32 Pressure Relief/Control Valves (PRV's) • 3 Reservoir Pump Stations <p>Issue - 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> <p>Opportunities - 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>
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	Risks - Contractor availability and inclement weather, conflicting underground infrastructure																			
STRATEGIC PLAN & CORPORATE BUSINESS PLAN ALIGNMENT:	Council Priority: 4. Infrastructure Investment Activity: N / A Administrative Priority: A.5. Service Enhancement Opportunities Activity: N / A																			
STAKEHOLDER IDENTIFICATION:	<table><tr><th>Name & Role</th><th>Responsibility or Contribution</th></tr><tr><td>PMP professional</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>Environment Branch 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>Other Internal Departments (Engineering, Recreation & Parks, PW, Corporate Comms, etc.)</td><td>Consult and inform as required</td></tr><tr><td>City Culture Dept - secondary</td><td>Consulted for future Public Art opportunities</td></tr><tr><td>External Stakeholders (residents, school boards, businesses, etc)</td><td>Consult and inform as required.</td></tr></table>		Name & Role	Responsibility or Contribution	PMP professional	Project Management	Utilities Primary	Utility Infrastructure Owner	Infrastructure Branch - Primary	Input on capacity requirements, maintenance schedules, replacement timelines that could affect design	Environment Branch 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	Other Internal Departments (Engineering, Recreation & Parks, PW, Corporate Comms, etc.)	Consult and inform as required	City Culture Dept - secondary	Consulted for future Public Art opportunities	External Stakeholders (residents, school boards, businesses, etc)	Consult and inform as required.
Name & Role	Responsibility or Contribution																			
PMP professional	Project Management																			
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City Culture Dept - secondary	Consulted for future Public Art opportunities																			
External Stakeholders (residents, school boards, businesses, etc)	Consult and inform as required.																			
TIMELINE:	Q3-Q4 prior year – inspections and identification of infrastructure for repair or replacement for the following year. Development of scope of work. Q1 – RFQ Q2-Q4 – Construction																			

Investment Year	2022	\$	540,600
	2023	\$	551,412
	2024	\$	562,440
	2025	\$	573,689
	2026	\$	585,162
	2027	\$	596,866
	2028	\$	680,803
	2029	\$	680,803
	2030	\$	680,803
	2031	\$	680,803
	Total	\$	6,133,381
	See Capital Project Worksheet for details.		

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

APPROVAL

Author:	Neeraj Sinha/Maggie Wang/Micah Seon King	February 19, 2021
	Project Charter Developer	Date
Director:	Kate Polkovsky	March 10, 2021
	Director	Date
DCAO/CPO:		
	Deputy Chief Administrative Officer/Chief People Officer	Date

CAPITAL PROJECT WORKSHEET

PROJECT COMPONENT Specify year(s)	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Land Determined Costs										
Concept Planning										
Detailed Planning and Design										
Site Servicing										
Strucure/Building Construction	540,600	551,412	562,440	573,689	585,162	596,866	680,803	680,803	680,803	680,803
Landscaping										
Construction Management										
Commissioning and QA/QC										
Contingency										
Public Participation Activities										
Equipment										
TOTAL	540,600	551,412	562,440	573,689	585,162	596,866	680,803	680,803	680,803	680,803

Please note Public Art is budgeted separately on the Ten-Year Capital Plan.

Comments:

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

Main line valves: Estimated \$10,000 per valve replaced. Cost estimates to reflect 2022 corporate assumptions.

CAPITAL PROJECT CHARTER

YEAR:	2022
CHARTER NUMBER:	WATER-004
CHARTER NAME:	Water Network Level of Service
LEAD DEPARTMENT:	Utilities & Environment - Water

TYPE:	Choose one: <input checked="" type="radio"/> RMR <input type="radio"/> 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:	Choose one: <input type="radio"/> Civic Facilities <input type="radio"/> Master Plan, Studies, & Other <input checked="" type="radio"/> Roads & Other Engineered Structures <input type="radio"/> Historical/ Cultural	<input type="radio"/> Parks & Trails <input type="radio"/> Mobile & Other Equipment <input type="radio"/> 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>Current State - 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.</p> <p>Issue - In addition to the LOS improvements, operations has identified locations where due to aging infrastructure or soil conditions, the structural integrity of the line is questionable.</p> <p>Opportunities - 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>Risks –</p>
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	<ol style="list-style-type: none"> 1. Not performing the recommended work will increase risk to surrounding properties and potential to lower fire protection below the City's established Level of Service. 2. Construction near/in established areas will likely impact traffic on arterials/collector roads, residents and public. 3. Soil conditions could specify construction method (trenchless, open cut) affecting budget, schedule and availability of qualified contractors. 4. Maintenance of water supply during construction to residents or businesses by ensuring adequate fire protection for 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. 												
STRATEGIC PLAN & CORPORATE BUSINESS PLAN ALIGNMENT:	<p>Council Priority: 4. Infrastructure Investment</p> <p>Activity: N / A</p> <p>Administrative Priority: A.5. Service Enhancement Opportunities</p> <p>Activity: N / A</p>												
STAKEHOLDER IDENTIFICATION:	<table> <tr> <th>Name & Role</th><th>Responsibility or Contribution</th></tr> <tr> <td>PMP professional</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> </table>	Name & Role	Responsibility or Contribution	PMP professional	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
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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 throughout the City based on challenges in the water network, both from a level of service perspective as well as from an occurrence of breaks.</p> <p>Design for each location will be completed one year prior to construction.</p>												

FINANCIAL INFORMATION:	Investment Year	2022	\$	4,488,000
		2023	\$	6,915,600
		2024	\$	1,725,840
		2025	\$	1,825,800
		2026	\$	869,040
		2027	\$	1,892,100
		2028	\$	703,800
		2029	\$	1,836,000
		2030	\$	2,040,000
		2031	\$	2,040,000
	Total	\$	24,336,180	
See Capital Project Worksheet for details.				
OPERATIONAL IMPACTS:	<input type="radio"/> Yes <input checked="" type="radio"/> No If yes, refer to Operating Impacts Worksheet for details.			
ASSOCIATED OPERATING BUSINESS CASE:	Provide the name of the associated operating business case.			

APPROVAL

Author:	Micah Seon-King	March 26, 2021
	Project Charter Developer	Date
Director:	Kate Polkovsky	March 10, 2021
	Director	Date

CAPITAL PROJECT WORKSHEET

PROJECT COMPONENT <i>Specify year(s)</i>	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Land Determined Costs										
Concept Planning										
Detailed Planning and Design	750,000		225,000		250,000		100,000			
Site Servicing										
Structure/Building Construction	3,663,000	6,740,600	1,450,840	1,760,800	562,000	1,832,100	550,000	1,771,000	1,970,000	1,970,000
Landscaping										
Construction Management	75,000	175,000	50,000	65,000	57,040	60,000	53,800	65,000	70,000	70,000
Commissioning and QA/QC										
Contingency										
Public Participation Activities										
Equipment										
TOTAL	4,488,000	6,915,600	1,725,840	1,825,800	869,040	1,892,100	703,800	1,836,000	2,040,000	2,040,000

Please note Public Art is budgeted separately on the Ten-Year Capital Plan.

Comments:
Cost estimates in 2015 dollars based on work required as indicated in the 2014 UMP Update. 2017-2019 includes a 5% annual inflation. 2020-20331 is in 2019 dollars plus a 2% escalation fee. 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
2021	Design of St. Vital Ave. and Montcalm Cres., Line Rehabilitation
2022	St. Vital Ave and Montcalm Cres. Construction, Giroux East Design
2023	Giroux East Water Main Construction, Sturgeon Fill Line Design
2024	Sturgeon Fill Line Upgrade Construction
2025	Fallhaven Pl. Construction, Larson Ave. Design, Line Rehabilitation
2026	Larson Avenue Construction
2027	Local looping/Upgrade Project, Erin Ridge Phase 2 Design
2028	Erin Ridge North Transmission Line Phase 2 Construction
2029	Local looping/Upgrade Project
2030	Local looping/Upgrade Project
2031	Local looping/Upgrade Project

CAPITAL PROJECT CHARTER

YEAR:	2022
CHARTER NUMBER:	WATER-006
CHARTER NAME:	Pump Station and Reservoir Rehabilitation Program
LEAD DEPARTMENT:	Utilities and Environment - Water

TYPE:	Choose one: <input checked="" type="radio"/> RMR <input type="radio"/> GROWTH	
	This project supports the ongoing rehabilitation of existing Pump Station and Reservoir infrastructure.	
ASSET CATEGORY:	Choose one: <input type="radio"/> Civic Facilities <input type="radio"/> Master Plan, Studies, & Other <input checked="" type="radio"/> Roads & Other Engineered Structures <input type="radio"/> Historical/ Cultural	<input type="radio"/> Parks & Trails <input type="radio"/> Mobile & Other Equipment <input type="radio"/> 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.			
	Current State -			
	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>Issue -</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 2021 in time for the 2022 budget cycle. This work will roll into the full design in 2022 and construction in 2023.</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 the 2017 charter. Funding was identified in 2017 for recommended upgrades and some upgrades were done in 2018-2019. The rest of the non-emergent rehabilitation will be completed in 2021-22.</p> <p><u>Lacombe Park Reservoir and Pump Station:</u> No current improvements identified.</p> <p>Opportunities - 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>				
STRATEGIC PLAN & CORPORATE BUSINESS PLAN ALIGNMENT:	<p>Council Priority: 4. Infrastructure Investment</p> <p>Activity: N / A</p> <p>Administrative Priority: A.5. Service Enhancement Opportunities</p> <p>Activity: N / A</p>				
STAKEHOLDER IDENTIFICATION:	<table border="1"> <thead> <tr> <th>Name & Role</th><th>Responsibility or Contribution</th></tr> </thead> <tbody> <tr> <td>PMP Professional</td><td>Project Management</td></tr> </tbody> </table>	Name & Role	Responsibility or Contribution	PMP Professional	Project Management
Name & Role	Responsibility or Contribution				
PMP Professional	Project Management				

	Public Works - Utilities Primary	Infrastructure Owner and Responsible Department
	Other Internal Stakeholders (Fire Services, Recreation & Parks, Building Maintenance, etc)	Consult and Inform as required.
	Other Stakeholders (Residents, businesses, schools, etc) Secondary	Consult and Inform as required.
	City of St Albert Risk & Insurance Department	Consulted on all projects to determine if insurance is required?
	City council	Approval
TIMELINE:	2022 -Sturgeon Reservoir & Pump Station Rebuild Q1 Detail Design completed Q2 Tender Q2 Construction 2023 - Sturgeon Reservoir & Pump Station Rebuild Q4 Construction Completion	
FINANCIAL INFORMATION:	Investment Year 2022 \$ 1,850,000 2023 \$ 27,100,000 2024 \$ - 2025 \$ - 2026 \$ - 2027 \$ 250,000 2028 \$ - 2029 \$ - 2030 \$ - 2031 \$ - Total \$ 29,200,000 See Capital Project Worksheet for details.	
OPERATIONAL IMPACTS:		<input type="radio"/> Yes <input checked="" type="radio"/> No If yes, refer to Operating Impacts Worksheet for details.
ASSOCIATED OPERATING BUSINESS CASE:		

APPROVAL

Author:	Maggie Wang/Micah Seon-King	Feb.22, 2021
	Project Charter Developer	Date
Director:	Kate Polkovsky	March 10, 2021
	Director	Date
DCAO/CPO:		
	Deputy Chief Administrative Officer/Chief People Officer	Date

CAPITAL PROJECT WORKSHEET

PROJECT COMPONENT Specify year(s)	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Land Determined Costs										
Concept Planning						250,000				
Detailed Planning and Design	1,850,000									
Site Servicing										
Strucure/Building Construction		27,100,000								
Landscaping										
Construction Management										
Commissioning and QA/QC										
Contingency										
Public Participation Activities										
Equipment										
TOTAL	1,850,000	27,100,000	-	-	-	250,000	-	-	-	-

Please note Public Art is budgeted 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 2022 as part of the condition assessment, prices will be adjusted in the 2020 charter once the updated condition assessment has taken place. \$250,000 has been added for another condition assessment in 2027.

CAPITAL PROJECT CHARTER

YEAR:	2023, 2026
CHARTER NUMBER:	SOLWA-001
CHARTER NAME:	Recycling Depot Upgrades
LEAD DEPARTMENT:	Utilities & Environment – Waste Branch

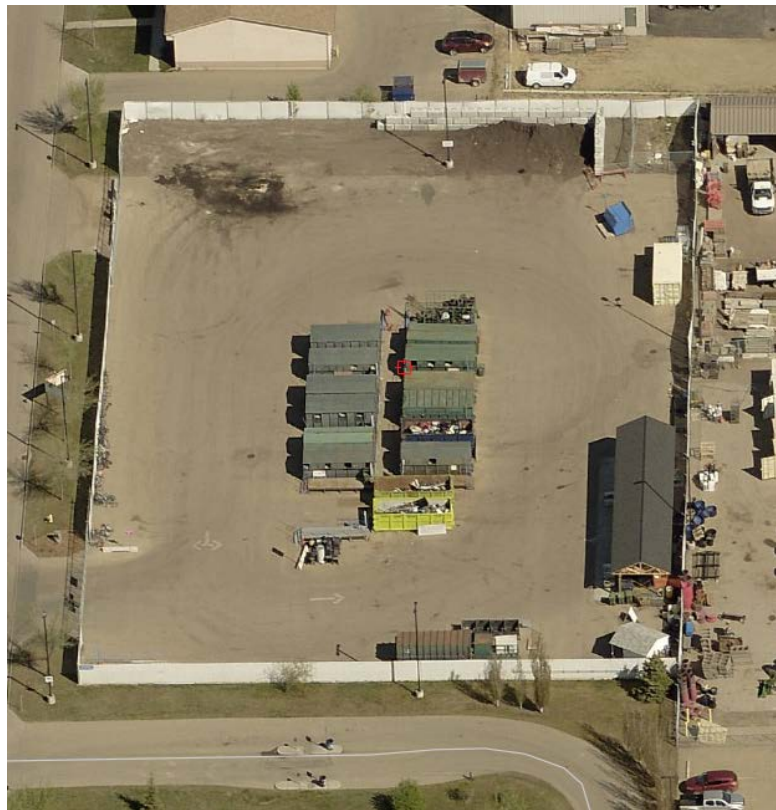
TYPE:	<input checked="" type="radio"/> RMR <input type="radio"/> GROWTH	
	This is for the ongoing maintenance of the existing Recycling Depot.	
ASSET CATEGORY:	<input checked="" type="radio"/> Civic Facilities <input type="radio"/> Master Plan, Studies, & Other <input type="radio"/> Roads & Other Engineered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

PROJECT CHARTER JUSTIFICATION:	<p>Repair and replacement of existing infrastructure at the Mike Mitchell Recycling Depot (such as railing, platforms, storage for materials, etc.) 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 Chevnigny Street. The Depot is approximately 50 X 80 meters 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. 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 glass collection.</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 Recycling Depot also includes an area with concrete block walls for bulk compost giveaway and bike collection for donating to non-profit organizations.</p>
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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.

Opportunities – As opportunities for additional recycling or waste diversion streams become available, there may be the need to add or modify existing infrastructure. A covered structure, like the hazardous waste structure may be needed over the cardboard compactor or area for storing Styrofoam to ensure these items are clean and dry to be recycled. Additional measures can also be added for security, to reduce theft and property damage.

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. Should the level of service change or additional business ventures be contemplated through this site additional capital expenditures may be required.



Mike Mitchell Recycle Depot – 7 Chevigny Street

STRATEGIC PLAN & CORPORATE BUSINESS PLAN ALIGNMENT:	Council Priority: 6. Environmental Stewardship Activity: 6.4 Enhance waste minimization strategies with emphasis on reduce and reuse activities. Administrative Priority: N / A Activity: N / A																																													
STAKEHOLDER IDENTIFICATION:	INTERNAL <ul style="list-style-type: none"> Utilities & Environment – Supervisor, Waste and Diversion Programs and Director, Utilities & Environment for Project Management Finance for budget allocation and approval Public Works & Transit and Utilities & Environment - Awareness EXTERNAL <ul style="list-style-type: none"> Residents and Businesses – Service delivery expectations Contractors – Provide services such as collections and processing of materials on site 																																													
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:	<table border="1"> <tr> <td>Investment Year</td><td>2022</td><td>\$</td><td>-</td></tr> <tr> <td></td><td>2023</td><td>\$</td><td>30,000</td></tr> <tr> <td></td><td>2024</td><td>\$</td><td>-</td></tr> <tr> <td></td><td>2025</td><td>\$</td><td>-</td></tr> <tr> <td></td><td>2026</td><td>\$</td><td>32,500</td></tr> <tr> <td></td><td>2027</td><td>\$</td><td>-</td></tr> <tr> <td></td><td>2028</td><td>\$</td><td>-</td></tr> <tr> <td></td><td>2029</td><td>\$</td><td>-</td></tr> <tr> <td></td><td>2030</td><td>\$</td><td>-</td></tr> <tr> <td></td><td>2031</td><td>\$</td><td>-</td></tr> <tr> <td></td><td>Total</td><td>\$</td><td>62,500</td></tr> </table>	Investment Year	2022	\$	-		2023	\$	30,000		2024	\$	-		2025	\$	-		2026	\$	32,500		2027	\$	-		2028	\$	-		2029	\$	-		2030	\$	-		2031	\$	-		Total	\$	62,500	See Capital Project Worksheet for details.
Investment Year	2022	\$	-																																											
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OPERATIONAL IMPACTS:		<input type="radio"/> Yes <input checked="" type="radio"/> No If yes, refer to Operating Impacts Worksheet for details.																																												
ASSOCIATED OPERATING BUSINESS CASE:		N/A																																												

APPROVAL

Author:	Olivia Kwok	March 8, 2021
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Director:

Project Charter Developer	Date
Kate Polkovsky	March 10, 2021
Director	Date

CAPITAL PROJECT WORKSHEET

PROJECT COMPONENT <small>Specify year(s)</small>	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Land Determined Costs										
Concept Planning										
Detailed Planning and Design										
Site Servicing										
Structure/Building Construction					32,500					
Landscaping										
Construction Management										
Commissioning and QA/QC										
Contingency										
Public Participation Activities										
Equipment		30,000								
TOTAL	-	30,000	-	-	32,500	-	-	-	-	-

Please note Public Art is budgeted separately on the Ten-Year Capital Plan.

Comments:

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.