

Title: Review and Provision of Infrastructure		Control Number: SLD 14
Revision: 2.0	Effective Date: Aug. 11, 2009	Section: INF and SE
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1.0 Purpose

This procedure describes the infrastructure review and provision process.

2.0 Scope

This procedure covers the Waterworks infrastructure necessary to operate and maintain the drinking water system.

3.0 Definitions

- SE – System Engineering
- Operational Top Management – General Manager Waterworks, Manager of Information Management System, Manager of System Engineering, Manager of Infrastructure, Manager of Operations & Maintenance, QMS Controller, Training Coordinator

4.0 Procedure

Region of York Review

- 4.1 The Region of York prepares and updates a 10 year rolling Master Plan. This may include planned expansions and future infrastructure requirements that may affect the Waterworks requirements. The Region of York shall seek input from the Town (Engineering Development, Waterworks, etc.) in the preparation and updating of this Master Plan.
- 4.2 The Master Plan is provided to SE by Engineering Development. SE shall be responsible for review and distribution of the Master Plan to affected sections within Waterworks.
- 4.3 SE shall provide consolidated comments and concerns to the Region of York regarding the Master Plan.
- 4.4 The Region of York releases the revised 10 year rolling Master Plan to the Town and SE shall maintain a copy of the Master Plan.

Infrastructure Reviews by Section

- 4.5 At least once per year, the Operational Top Management shall jointly review relevant operational information and performance and maintenance records (e.g. watermain breaks, complaints), other relevant infrastructure reviews, capacities, life-cycles, conditions, metrics and general adequacy, that may form the basis for the succeeding year's Waterworks capital budget.
- 4.6 Operational Top Management shall meet periodically throughout the year to discuss projects and assess needs for infrastructure upgrades, repairs and renewal projects.
- 4.7 All sections shall prepare budgets for ancillary infrastructure items, such as fleet, equipment, workspace, and information technology needs.
- 4.8 Capital budgets shall be prepared based on life cycle and rate studies that include other technology support service projects (SCADA, DMA/SMA, etc.), and planned growth for each section, including anticipated needs based on the Region of York Master Plan and the Annual Review.
- 4.9 The General Manager Waterworks shall review and approve the sectional capital budgets as appropriate, which will be consolidated for the Waterworks capital budget by the Manager of Infrastructure.
- 4.10 The budget shall be presented to the Budget Committee and be approved by the Council as per the municipal budgeting process.

5.0 Associated SOPs

- Not applicable

6.0 References

- DWQMS Element 14 Review and Provision of Infrastructure
- Municipal Budgeting Process

7.0 Records

- Master Plan
- Records of Other Infrastructure Reviews
- Budgeting Records

8.0 History of Changes

Revision	Date	Description	By
2.0	Jul. 24, 2009	Sections 3.0, 4.2, 4.3, 4.6, 4.9	E. Wu