

DECISION/DIRECTION NOTE

Title: Windsor Lake Water Treatment Plant Equipment Reserve Fund Replacement of Secondary Cell 2 and 3 Membrane Modules

Date Prepared: September 26, 2022

Report To: Committee of the Whole

Councillor and Role: Councillor Sandy Hickman, Public Works

Ward: N/A

Decision/Direction Required:

To seek a decision on proceeding with a purchase from the Equipment Reserve Fund to replace existing membrane filter modules in Secondary Cell #2 and #3 at the Windsor Lake Water Treatment Plant.

Discussion – Background and Current Status:

The Windsor Lake Water Treatment Plant Equipment Reserve Fund is being requested to be used for the purchase of membrane filter modules for Secondary Cell #2 and #3. The existing membrane modules that were installed in July 2015 have reached the end of their useful life and need to be replaced with new, identical modules from the same equipment manufacturer for which the filtration system was designed, tested and certified to operate with.

The total estimated cost for the membrane modules, including freight and delivery, is approximately \$220,000.00.

Key Considerations/Implications:

1. **Budget/Financial Implications:**
Sufficient funding has been identified through the Reserve Fund to support this purchase. The current balance of the Windsor Lake Water Treatment Plant Capital Reserve (0000-36889) is \$1,008,718.09.
2. **Partners or Other Stakeholders:**
N/A
3. **Alignment with Strategic Directions:**
A Sustainable City: Be financially responsible and accountable.
Development of an Equipment Reserve Fund at the Windsor Lake Water Treatment Plant provides the ability to replace critical equipment in a timely and budgeted manner, avoiding unplanned maintenance and unexpected costs.

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4. Alignment with Adopted Plans:
N/A
5. Accessibility and Inclusion:
N/A
6. Legal or Policy Implications:
N/A
7. Privacy Implications:
N/A
8. Engagement and Communications Considerations:
N/A
9. Human Resource Implications:
N/A
10. Procurement Implications:
The estimated timeframe for delivery of the membrane filter modules is approximately 14-16 weeks from receipt of written purchase order.
11. Information Technology Implications:
N/A
12. Other Implications:
N/A

Recommendation:

That Council make funding available through the Windsor Lake Equipment Reserve Fund to support the purchase of membrane filter modules for Secondary Cell #2 and #3 at the Windsor Lake Water Treatment Plant.

Prepared by: Shawn Haye, Manager – Water Treatment

Approved by: Andrew Niblock, Director – Environmental Services

Report Approval Details

Document Title:	Windsor Lake Water Treatment Plant Equipment Reserve Fund Replacement of Secondary Cell 2 and 3 Membrane Modules.docx
Attachments:	
Final Approval Date:	Sep 28, 2022

This report and all of its attachments were approved and signed as outlined below:

No Signature - Task assigned to Lynnann Winsor was completed by workflow administrator Karen Chafe

Lynnann Winsor - Sep 28, 2022 - 3:11 PM

Lynnann Winsor - Sep 28, 2022 - 3:26 PM