Contents

1.0 Definition of Municipal Services	Page 1
1.1 Overview of Delivery Process	Page 2
2.0 Planning	Page 3
2.1 Departmental Employees Involvement in Planning	Page 3
2.2 Capital Planning	Page 4
2.2.1 Five Year Planning	Page 4
2.3 Project Criteria	Page 5
2.4 Applying for Projects	Page 5
2.5 Reviewing Applications	Page 7
2.6 Notice of Application Approval	Page 7
3.0 Project Pre-Delivery	Page 8
3.1 Communication	Page 8
3.2 Project Contact Person & Community Project Supervisor	Page 8
3.3 Delivery Flow Chart	Page 9
3.4 Regulatory Agency Approval	Page 10
3.5 Pre-Delivery Activities	Page 11
4.0 Aboriginal Procurement Initiative (API)	Page 11
5.0 Agreement on Internal Trade (AIT)	Page 12
6.0 Community Delivery	Page 12
6.1 Role of the Department Employee	Page 12
6.2 The Project Contact(s)	Page 12
6.2.1 Preconstruction Meeting	Page 13
6.2.2 Release of Funds	Page 14
6.2.3 Technical Assistance	Page 14
6.2.4 Technical Inspection	Page 14
6.2.5 Project Monitoring by Departmental Employees	Page 15
6.3 Tendering	Page 15
6.3.1 Bonds	Page 17
6.3.2 Apprenticeship Policy	Page 17
6.3.3 Contractor and Subcontractor Exemptions	Page 18
6.3.4 Tender Opening	Page 18
6.4 Contractor Selection	Page 18
6.5 Contract Award	Page 19
6.5.1 Contract Administration	Page 19
6.5.2 Change Orders	Page 20

6.5.3	Page 20	
6.5.4]	Page 20	
6.6 Local Pro	Page 21	
6.7 Cost Con	Page 21	
6.8 Monitoring by Council		Page 22
6.9 Progress Payments		Page 22
6.10 Final Inspections and Acceptance		Page 23
6.11 Project (Close Out	Page 23
-	ental Delivery	Page 24
7.1 General A	Page 24	
7.2 Departmental Tendering		Page 25
7.2.1 Bonds		Page 25
7.3 Contract Award		Page 25
7.3.1 Contract Administration		Page 25
7.3.2 Holdback		Page 26
7.3.3 Purchasing		Page 26
7.4 Cost Control		Page 26
7.5 Progress Payments		Page 27
7.6 Final Inspections and Acceptance		Page 27
7.7 Project C	lose Out	Page 27
8.0 Joint Delivery 9.0 Summary of Community Council Responsibilities		Page 28 Page 28
Appendi	X	
Appendix A	Checklist for Contract Administration Process	
Appendix B	Bid Bond	
Appendix C	Labour and Material Bond	
Appendix D	Performance Bond	
Appendix E	Change Order	
Appendix F	Position Descriptions	
Appendix G	Progress Payment	
Appendix H	Monthly/Final Capital Project Financial Report	
Appendix I	Capital Application Checklist	
Appendix L	Record of Assessment - Aboriginal Procurement	
Appendix M	Water Treatment Plant Specifications	
Appendix N	Financial Summary Worksheet	