



BOARD REPORT

TO:

Chair and Directors

File No: 1075 01

SUBJECT:

FCM Asset Management Grant Application

DESCRIPTION:

Report from Darcy Mooney, Manager, Operations Management, dated May 3, 2018. Board authorization to apply for an FCM Asset Management Grant.

**RECOMMENDATION
#1:**

THAT: the Board empower the authorized signatories to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program in an amount of up to \$50,000 to support the development of an Asset Inventory Migration project. The CSR D will provide in-house contributions to support overall grant and project management;

AND THAT: contingent upon the receipt of a successful Municipal Asset Management Program grant for up to \$50,000, the Board empower the authorized signatories to enter into an agreement with WSP|Opus International Consultants to conduct the Asset Inventory Migration project for a total cost not to exceed the total grant monies awarded.

SHORT SUMMARY:

To date, staff has undertaken the development of an asset management database, completed a robust asset data design and business process mapping, and has also completed an Asset Management Policy, Asset Management Strategy, Framework and Operational Level of Service analysis for its water systems and solid waste functions.

The FCM grant application contemplated for the Municipal Asset Management Program will provide much needed support to migrate asset inventory records into the new data design structure and will provide training to staff to complete the process.

Local Governments can receive up to 80% of eligible funds up to \$50,000 and the 20% remaining can be contributed through in-kind staff contributions.

In relation to the recommendation for the data migration services, this service can be best provided by WSP|Opus International Consultants. This project will be commissioned only if the CSR D receives grant funds and will be commensurate with the grant monies received.

VOTING:

Unweighted
Corporate

☐

LGA Part 14
(Unweighted)

☐

Weighted
Corporate

☒

Stakeholder
(Weighted)

☐

BACKGROUND:

The proposed project will be a follow-up to the previously completed data design work. The previous project specified the asset attribute information and format to be stored in the asset management database in way that allows for useful analysis and reporting to support decision makers. Some

preliminary auditing to existing asset inventory was completed to the new structure but the full asset inventory has yet to be migrated into the new structure.

An asset management system integrates the process of inventory, valuation, use, strategic reviews, reporting and auditing of fixed assets. For strategic, operational and financial reasons, asset management is becoming an increasingly important area of decision making.

WSP|Opus International Consultants are recognized leaders in Asset Management provincially, nationally and internationally. The team at WSP|Opus International Consultants have exclusively provided asset management consulting services to the CSRD since 2015.

POLICY:

A Board resolution supporting the implementation of an Asset Inventory Migration Project as well as a willingness to provide overall support is a requirement of the Municipal Asset Management Program Grant submission.

In accordance with Policy F-32 "Procurement of Goods & Services", Board authorization must be obtained for any sole sourced contract award over \$10,000.

FINANCIAL:

Although a successful grant application will not create debt on any existing CSRD budget function, significant in-kind contributions through staff time will be required.

KEY ISSUES/CONCEPTS:

Asset management systems should be integrated into local government processes in order to make informed decisions that will ensure the sustainable delivery of services, both today and into the future.

The CSRD should seek financial partnerships through the application of grants and other means to increase product output and efficiency.

DESIRED OUTCOMES:

The Board endorse the grant funding application, and sole source agreement with WSP|Opus International Consultants (Canada) to provide consultant services.

BOARD'S OPTIONS:

1. *Endorse the Recommendation.*
2. *Deny the Recommendation.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:

Report Approval Details

Document Title:	2018_05_04_Asset_Management_Grant_Application.docx
Attachments:	
Final Approval Date:	May 9, 2018

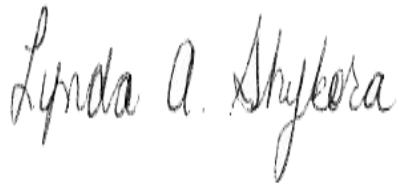
This report and all of its attachments were approved and signed as outlined below:

No Signature - Task assigned to Darcy Mooney was completed by assistant Phaedra Turner

Darcy Mooney - May 4, 2018 - 3:32 PM

No Signature - Task assigned to Jodi Pierce was completed by assistant Sheena Haines

Jodi Pierce - May 4, 2018 - 3:54 PM



Lynda Shykora - May 9, 2018 - 9:06 AM

No Signature - Task assigned to Charles Hamilton was completed by assistant Lynda Shykora

Charles Hamilton - May 9, 2018 - 9:07 AM