

Subject: Grant Opportunity for a GIS Asset Management Specialist**Recommendation:**

BE IT RESOLVED THAT Council receive and approve Report #2020-0097-Public Works;

AND THAT Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for a GIS Asset Management Specialist.

AND THAT The Town of Pelham commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance the asset management program:

- a) Asset condition assessment on all core assets (i.e. roads, bridges and culverts, water, wastewater and stormwater management systems); and**
- b) Inventory Existing Core Assets into specialized asset management software.**

AND THAT the Town of Pelham commits \$26,200.00 in its 2021 operating budget toward the costs of this initiative.

Background:

On January 1st, 2018, the municipal asset management planning regulation (*O. Reg. 588/2017*) was approved under the *Infrastructure for jobs and Prosperity Act, 2015*. *O. Reg. 588/2017* helps municipalities better understand what important services need to be supported over the long term, while identifying infrastructure challenges and opportunities, and finding innovative solutions.

The Town met the first of four phase-in requirements under *O. Reg. 588/17*, when Council endorsed the Town's Strategic Asset Management Policy (S400-06) on June 17th, 2019. Phase one requires municipalities to have a

finalized strategic asset management policy that promotes best practices and links asset management planning with budgeting, operations, maintenance and other municipal planning activities.

The second phase requirement under *O. Reg. 588/17*, requires municipalities to have an approved asset management plan of core assets (i.e. roads, bridges and culverts, water, wastewater and stormwater management). The plan must identify current levels of service and the cost of maintaining those levels of service per asset. Municipalities must complete Phase two before July 1st, 2021.

With the desire to help municipalities strengthen their asset management practices, the Federation of Canadian Municipalities (FCM) is offering a grant to help secure the future of key infrastructure. Funding will be used to conduct an asset condition assessment on all existing core assets and the data will be inventoried into specialized asset management software. The detailed inventory will contain the life expectancy of a given asset and its core quality performance, which will be used to better prepare municipal leadership and staff when selecting the most cost-effective strategies for managing infrastructure.

Analysis:

Pursuant to both the Act and the regulation, the Town of Pelham is obligated to perform this work and develop phase II of the plan. This grant opportunity is the only one of which staff is aware to support the costs of compliance. Development of the database is an extremely large task for which the Town, like most other small and mid-sized municipalities is not currently staffed. The proposed position would be a temporary one of approximately twelve months' duration, commencing in October, 2020 and is not meant to become a permanent staff addition. The position will report to the Manager of Engineering in the Public Works Department.

The proposed activities will improve the Town's asset management capacity by creating the data collection and asset management processes for the Town's upcoming asset management plan. The specialized asset data will be used to identify the strengths and weaknesses on the Town's existing core assets, understand the levels of service per asset, accurately apply life-cycle cost principles, and prioritize the needs based on a robust risk and

opportunity framework. This will better equip the Town when planning capital maintenance and renewal budgets.

Funding from FCM will be used to hire a GIS (Geographic Information Systems) professional, on a fixed term contract, to conduct an asset condition assessment on all core assets and to inventory the data using a specialized asset management software (i.e. Marmak's Fixed Asset Management Software). Major duties include the management and maintenance of spatial datasets, data and spatial analysis, information transformation and consolidation, map development, and reporting. The position will also support the Senior Leadership Team and staff with the preparation of datasets and data monitoring of an activity as required.

Financial Considerations:

FCM's maximum contribution to a Municipal Asset Management Program (MAMP) project is \$50,000. Based on the Town's population, FCM will contribute up to 80% of eligible costs.

The Town will offer a salary of \$60,000 with benefits calculated at 27% or \$16,200, for a total cost of \$76,200. If the application is successful, funding from FCM is anticipated to cover \$50,000 and the Town will cover the remaining \$26,200 (which equals 34% of the total costs).

Alternatives Reviewed:

Realistically, the Town has no reasonable option other than pursuing this grant, since the task must be accomplished by the summer of 2021. The scope of work associated with building and populating the database is such that using an existing staff member would effectively result in a year of lost productivity for that person.

Being able to analyze data more comprehensively will lead to better decision-making, with a goal of reduced costs and better maintained infrastructure. The financial implications of the 'do nothing approach' will be much greater should the Town avoid investing in their upcoming asset management plan.

Strategic Plan Relationship: Strong Organization

The proposed activities will help the Town meet one of their six strategic priorities in the Town's 2019 Strategic Plan – to develop a risk management framework for prioritizing decisions. The completion of a capital asset management plan will help secure the future and sustainability of all existing assets now and well into the future.

Other Pertinent Reports/Attachments:

Attachment #1 – FCM's Municipal Asset Management Program Application Guide

Consultation:

N/A

Legal Consultation, If Applicable:

N/A

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