To: **Warden and Members of County Council**

From: **Director of Corporate Services**

Federation of Canadian Municipalities' Municipal Asset Management Program Grant Submission

RECOMMENDATIONS

1.   **That County Council authorize staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program to fund $50,000 of costs related to Implementing Asset Tagging;**

2.   **And further, that Oxford County commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance the County's asset management program:**

      a.   **Creation and Application of Asset ID Tags in the field, and**
      b.   **Obtain Asset Tag Materials;**

3.   **And further, that Oxford County commits $24,900 from its Capital budget toward the cost of this initiative;**

4.   **And further, that County Council authorize the Chief Administrative Officer and/or Director of Corporate Services to sign all documents related thereto.**

REPORT HIGHLIGHTS

- Seek Council's approval to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program.

- Facilitate the recording of maintenance information against assets in the County's Work Management System.

Implementation Points

Upon Council approval staff will proceed with submitting the application to the Federation of Canadian Municipalities' (FCM) for the Municipal Asset Management Program (MAMP). If the

funding application is successful the County will be required to enter into an agreement with FCM.

Staff will also begin to refine a detailed work plan so that the project can proceed in the event that securing grant funding is unsuccessful.

Financial Impact

The asset tagging process will be completed by the hiring of two students for a four month term (May to August). As the data tagging process will involve field work, rental vehicles for this four month period will also be required.

The specific needs for this project had not been identified at the time of the 2021 business plan and budget submission. As a result the students requested for this project were not included in the Full-Time Equivalent Plan.

Table 1 below lists the estimated costs to complete the asset tagging project, and forms the basis for the FCM MAMP grant submission.

Table 1 – Estimated Project Costs and Funding Sources

Expense Type	Allocation
Student salaries and benefits	$28,500
Rental vehicles	11,400
Material Costs	35,000
Estimated Total Project Cost	**74,900**
Estimated FCM MAMP Funding	**50,000**
Estimated Reserve Funding	**$24,900**

The Asset Management Systems Enhancement Project was approved through the 2020 Budget and Business Plan approval process with a multi-year project budget of $1.74 million.

Approximately $270,000 was spent in 2020, with a further commitment of approximately $1.1 million. As the objectives outlined in this project are imperative to the success of the County's asset management program, in the event that the FCM MAMP application is not approved, the full amount of the project costs can be accommodated within the project's original $1.74 million budget and will proceed accordingly.

Communications

There are no communication requirements specified in the FCM MAMP application guide. Strategic Communications and Engagement will be engaged as appropriate for any communication requirements that may be identified in the agreement. The asset tagging standard will be shared with Area Municipalities upon approval by the Asset Management Steering Committee.

Human Resources will be advised to assist with the recruitment of two additional summer students.

Strategic Plan (2015-2018)

WORKS WELL TOGETHER	WELL CONNECTED	SHAPES THE FUTURE	INFORMS & ENGAGES	PERFORMS & DELIVERS	POSITIVE IMPACT
1.ii.		3.iii.			

DISCUSSION

Background

The Municipal Asset Management Program (MAMP) is an eight-year, $110 million program funded by Infrastructure Canada to support Canadian municipalities and communities in making informed infrastructure investment decisions based on stronger asset management practices. MAMP supports activities ranging from collecting data and analyzing your asset management needs, to developing policies and training staff to implement them. Eligible projects are to increase the municipality's capabilities in at least one of the five competencies described in the Asset Management Readiness Scale, developed by FCM. The readiness scale measures the progress of municipalities along a common scale as they adopt asset management practices, regardless of the implementation framework chosen. The scale describes five asset management competencies including, policy and governance, people and leadership, data and information, planning and decision-making, and contribution to asset management practice. There are five levels within each competency forming a progressive scale from initial investigation to adoption and eventually full integration of asset management practices into daily routines.

The MAMP program provides funding for up to 80% of total eligible project costs, to a maximum of $50,000. Projects must be completed within 12 months of the funding approval notice. Funding is subject to availability and municipalities have until October 31, 2022 to apply. All projects must be completed and final reports submitted by March 31, 2024.

As part of the Asset Management Systems Enhancement Project, the County has engaged GM BluePlan Engineering (GMBP) to develop a County wide asset tagging system that will allow the County to improve standardization, change management and asset updates corporately.

GMBP will prepare the tagging standards based on the County's needs and taking into consideration industry best practices. The standard will include:
- Standard asset tagging convention which will ensure that groups that design, build, operate, maintain and modify assets are aligned throughout the total asset lifecycle.
- Asset tagging management specifications will define the assets that require tagging based on each asset group's needs.

Comments

GMBP hosted the initial virtual meeting with staff on January 22nd, and is currently reviewing information provided and preparing the initial draft tagging standard. The draft standard, once available, will be circulated to the County's team for review and a follow-up virtual meeting will be scheduled with GMBP to review the draft deliverable and final recommendations.

As a part of the funding application, the County is required to submit the following documents:
- FCM's Municipal Asset Management Program Application Form
- Completed workplan and budget document
- Completed Asset Management Readiness Scale assessment tool
- Council resolution supporting the grant application

Having students complete the physical tagging of assets will allow for operations staff to continue to focus on the safe and efficient operation of assets. While the specific assets requiring tagging will be defined through the tagging standard, it is anticipated the needs will include assets within water and wastewater facilities, corporate facilities, paramedic services, transportation services and long term care. Ongoing tagging requirements will become part of regular asset management requirements for operations staff.

Conclusions

Submitting the FCM MAMP application and securing the grant funding will aid in the County's ability to meet the requirements under O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure. Asset Management is a corporate wide initiative and this project will require the support of staff within multiple divisions of the County in order to achieve success.

SIGNATURES

Report Author:

Original signed by

Jennifer Lavallee, CPA, CGA
Coordinator of Asset Management

Departmental Approval:

Original signed by

Lynn S. Buchner, CPA, CGA
Director of Corporate Services

Approved for submission:

Original signed by

Michael Duben, B.A., LL.B.
Chief Administrative Officer