Asset Management Pre-Planning Webinar

Funding and How to get started

TRACT

MUNICIPAL ASSET MANAGEMENT PROGRAM

Project completed in partnership with

This initiative is delivered through the Municipal Asset Management Program, delivered by the Federation of Canadian Municipalities and funded by the Government of Canada

Funded By:

Overview

What is asset management?

How does it help municipalities manage?
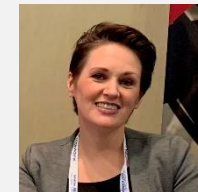
Who "does" asset management in a municipality?

How do we get started?

The Asset Management Planning process was easy for the Town staff, with the Tract/Land Info team helping guide us through the process. Completing the Plan was a very rewarding experience and gives staff and Council the tools needed to be make proactive, informed decisions in managing our municipal infrastructure.

Tanya Osmond
TOWN MANAGER
Town of Woody Point

Communities Completed - 44

Botwood	Trout River	Heart's Content	Appleton
Pasadena	Deer Lake	Heart's Desire	Peterview
Steady Brook	Point Leamington	Roddickton-Bide Arm	Glovertown
Massey Drive	Hawkes Bay	Englee	Bonavista
Cow Head	Parsons Pond	Daniel's Harbour	New Perlican
St. Pauls	Belburns	Springdale	Winterton
Rocky Harbour	Holyrood: Cohort Program	Bay Bulls	Hants Harbour
Norris Point	Logy Bay-Middle Cove-Outer Cove: Cohort Program	River of Ponds	Wabana
Glenburnie-Birchy Head - Shoal Brook	Sunnyside: Cohort Program	Main Brook	Harbour Main
Woody Point	Baie Verte	Conche	St. Albans
Milltown		Belloram	Hermitage/Sandyville
			Harbour Breton

Towns In-Progress - 33

Raleigh
St. Anthony
St. Lunaire-Griquet
Twillingate
Summerford
Crow Head
Cottlesville
Salmon Cove
Victoria
Come By Chance
Flowers Cove

Leading Tickles
Winterland
Old Perlican
Port Saunders
Chapel Arm
Mount Moriah
Bishop Falls
Lark Harbour
Gillams
Cox's Cove
Wabush
Garnish

Lewisporte
Cormack-Cohort 2021
Howley-Cohort 2021
Reidville-Cohort 2021
Triton
Normans Cove-Long Cove
Eastport
Port aux Choix
Hughes Brook
Anchor Point

WHAT IS ASSET MANAGEMENT?

- Asset management (AM) planning is an **ongoing** and **long-term** process that allows municipalities to make the best possible investment **decisions** for their infrastructure assets that provide **services** to their residents.

Whose job is it?

COUNCIL

MUNICIPAL STAFF (PLANNING, PUBLIC WORKS, OPERATIONS, ADMINISTRATIVE)

FINANCE

ENGINEERING

OK... But why would we want to do this?

- Considers current and future needs.

- Manages risks and opportunities.

- Makes the best use of resources.

- Balances service levels with affordability.

- Support long term financial planning over the life cycle of the asset.

- Provide predictability for taxation.

- Support applications for funding from senior government.

How will it help my municipality?

- More consistency in decision making.
- Fewer unexpected service outages.
- More community understanding of service delivery.
- Fewer changes to budget requirements year to year.
- Quicker and more efficient budgeting and project planning year to year.
- Less time juggling competing project priorities.

How do we get started?

- *Pre-planning*
- *Funding*
- *Application Process*
- *What to do while you wait?*

Activity 1

Free Pre-Planning Program

Procedure:

- *Asset Management Readiness Scale*
- *Webinars – 1 x 1-hour and 5 x 1.5-hours*
  - *Introduction (1-hour)*
  - *What are the requirements for applying for an AMP?**
  - *The What and Why of Asset Management*
  - *The How of Asset Management*
  - *How to implement Asset Management Tools*
  - *How to use AM to Support Community Planning and Development?*
- *Asset Management Readiness Scale Re-evaluation*

Towns Signed Up - 25

Buchans
La Scie
York Harbour
Placentia
Burgeo
Badger
Brigus
Parker's Cove

St. Lawrence
Cape Broyle
Rushoon
St. Jacques-Coomb's Cove
Port au Port West-Aguathuna-Felix Cove
Conception Harbour
Northern Arm
Centreville-Wareham-Trinity
Long Harbour-Mount Arlington Heights

Gambo
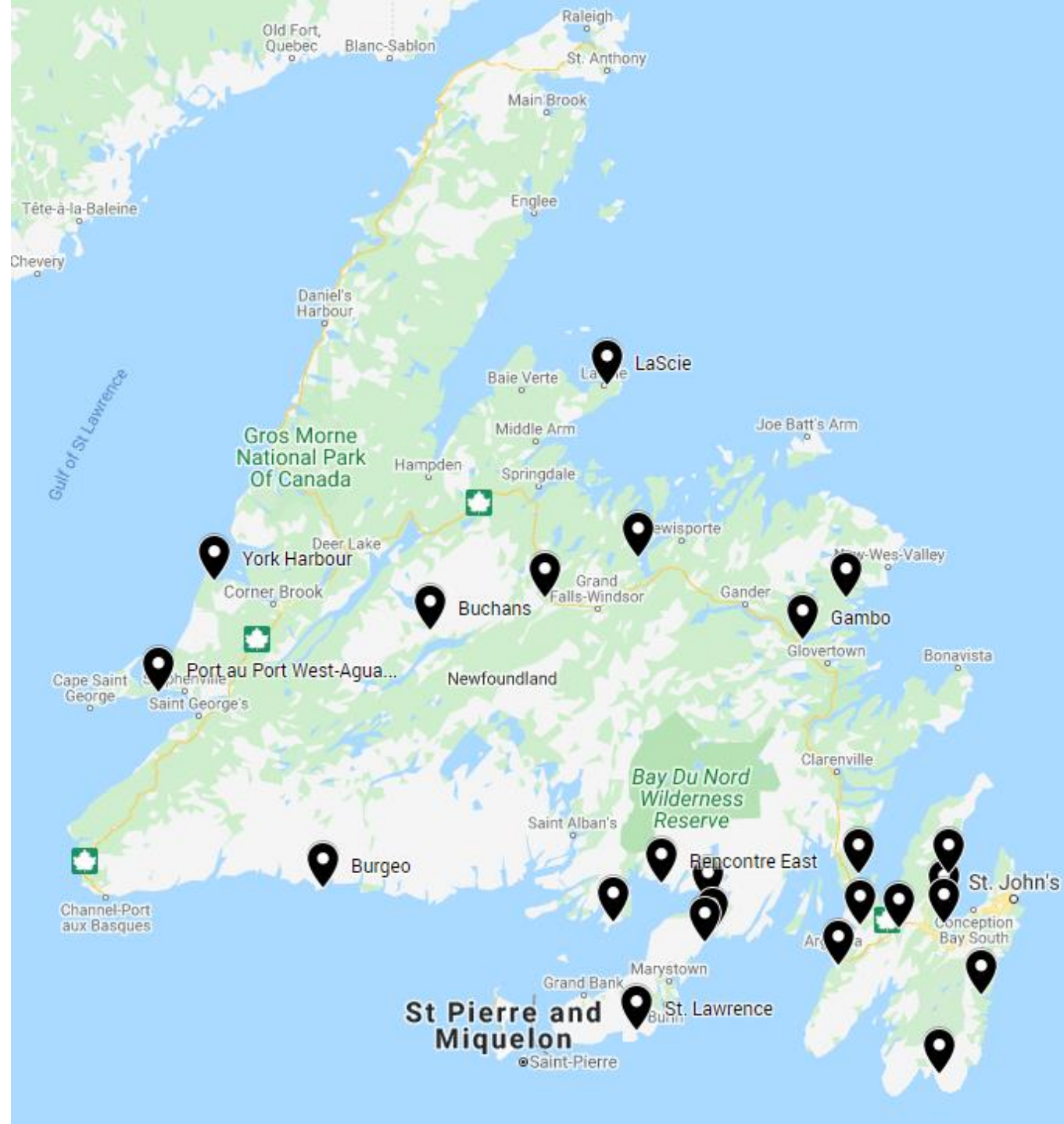Chance Cove
Bryant's Cove
Bay L'Argent
Baine Harbour
Rencontre East
Portugal Cove South
Whitbourne

Activity 2

Funding

FCM is the primary funding provider for AM projects through its MAMP Program.

Funding: the dollars and cents

- *Project Cost: Depending on the number of assets and scope of work, anywhere from $30,000 to $60,000*

Towns >1000 = 80% funding

- *for example on a $50,000 project, the Town's portion would be 20%, or $10,000 plus project HST*

Towns<1000= 90% funding

- *on a $50,000 project, the Town's portion would be 10%, or $5,000 plus project HST*

Funding: Who is eligible?

- Canadian Municipalities
- Collaboration between Canadian Municipalities
- Municipal Partners applying in partnership with a Municipal Government

Funding timeline

APPLICATION PROCESS: 6 TO 8 MONTHS

APPROVED PROJECT TIMELINE: MAXIMUM OF 12 MONTHS

Funding: Eligible Activities

- Asset management assessments

- AM plans, policies and strategies

- Data collection and reporting

- Training and organizational development

- Knowledge transfer

*all project activities must focus on assets owned by the municipality.

Funding: Eligible Activities

- Asset management assessments

Current State   **Expected Future State**

							Current (from left)		Expected
Outcomes: Select the outcomes that your organization has achieved.									
Outcome areas	**Level 1**	**Level 2**	**Level 3**	**Level 4**	**Level 5**				
A: Asset Data	☐ We have **asset inventory data,** including approximate quantities of assets within most asset groups.	☐ We have a **basic inventory** of most **critical assets,** including information on general asset properties such as size, material, location and installation date.	☐ We have a consolidated, **basic inventory** of all assets.	We have expanded **inventory** data for some assets.	☐ We have expanded **inventory data** for most assets.		Pre-level 1	**Select the level you expect to achieve at the end of this project**	**2**
			☐ We have defined life cycle investment requirements for **critical assets.**						
	☑ We have some anecdotal information on asset condition. Some age information exists.	☐ We are moving our data to a centralized location for use by the **AM team** (note this does not require AM software).	☐ We have standardized condition rating systems defined for most asset groups.	We have evaluated the life cycle investment requirements associated with **critical assets.**	☐ We have evaluated the life cycle investment requirements associated with most assets.			*Please provide information about how your project activities will help you achieve your expected future state*	
		☐ We have defined **critical assets** and have some information on asset condition for these assets.	☐ We have asset condition information on all **critical assets.**	☐ We update data according to cycles defined in our **AM plans** or **strategy.**				In this project, we expect to set up a formal asset register in a database that can be sustainably updated into the future (Phase 1). We expect to capture more complete data on the majority of our assets and define critical assets using a risk-based methodology (Phase 2). Capital projects planning and operational strategies will also be developed in Phase 3.	
Please provide notes that describe how you have achieved your current level	We have some incomplete information and have some anecdotal information on the condition of our assets. As-builts are available for some infrastructure, some are quite old.								

Funding: Eligible Activities

- AM plans, policies and strategies
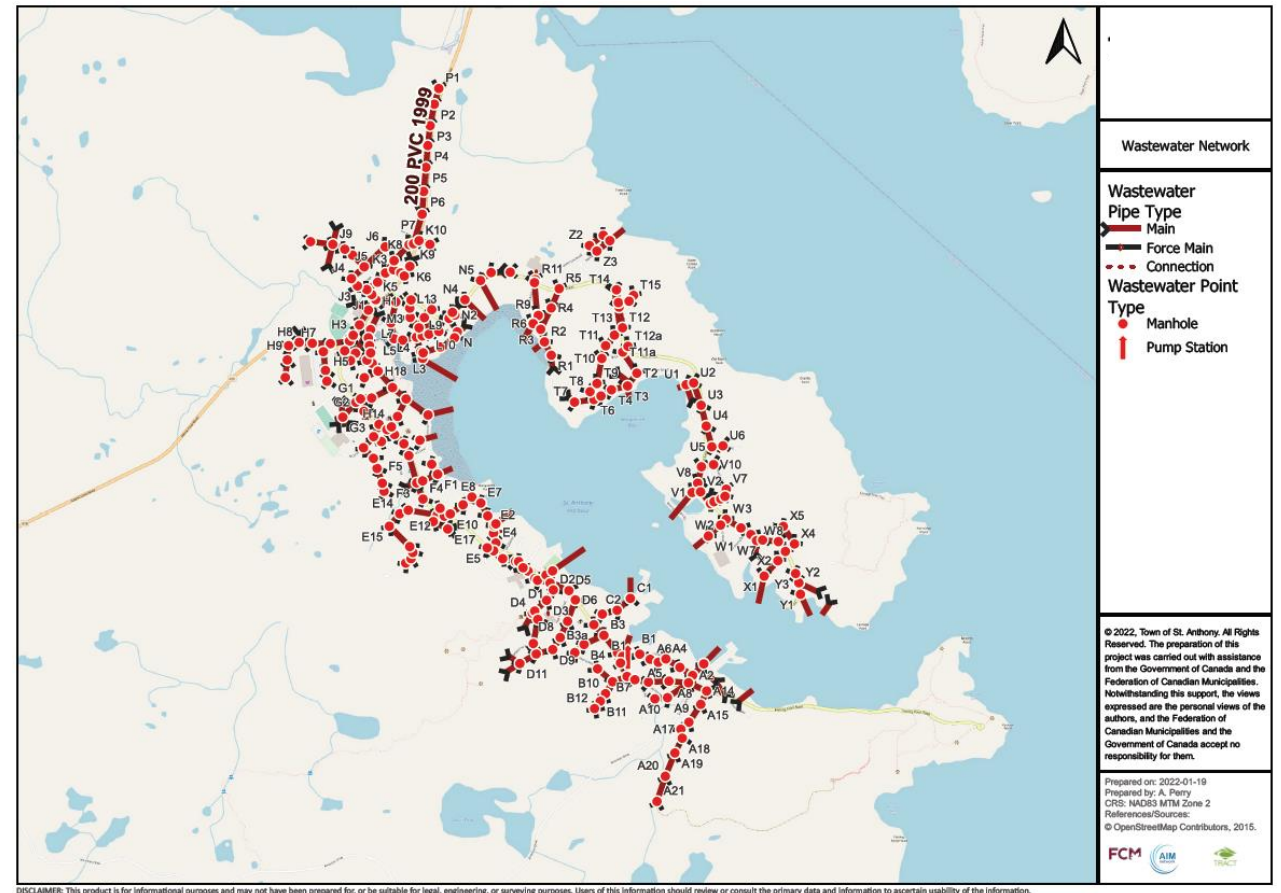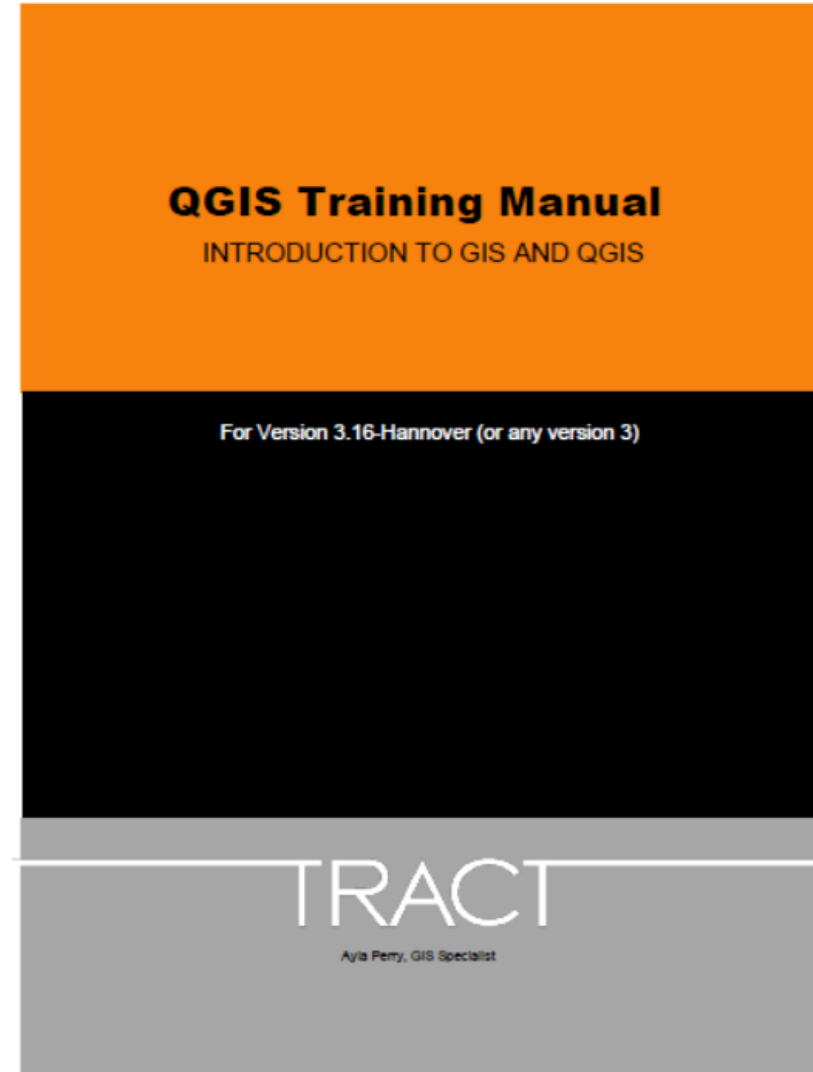
Funding: Eligible Activities

- Data collection and reporting

Funding: Eligible Activities

- Training and organizational development

Funding: Eligible Activities

- Knowledge transfer

Preliminary State of Infrastructure Report: Quantities

Water Supply

27,898 m	Total length of water pipe
93	Number of hydrants
229	Number of valves
7,478	Number of other assets captured

Storm Water

689 m	Total length of stormwater pipe
15	Number of catch basins

Waste Water

18,908 m	Total length of wastewater pipe
258	Number of wastewater manholes
-	Number of wastewater valves
1	Number of other assets captured

Transportation

44,061 m	Total length of roads
19,940 m	Total length of sidewalks and trails

Funding: Ineligible Activities

- Normal operating or maintenance activities
- Employee time spent participating in training/learning
- Collection of data for the sole purpose of meeting annual budget reporting requirements.
- Development of software programs

Funding Application Checklist

- Asset Management Readiness Scale (AMRS)
- Work plan and budget
- Council Resolution
- FCM Application Form
- Upload to FCM website

Funding Application: Step by Step

1. Town staff homework: Complete Inventory list
2. Tract: draft AMRS tool
3. Online meeting: Review AMRS tool
4. Tract: draft work plan/budget, application form and resolution.
5. Online meeting: Review work plan/budget, application form and draft council resolution
6. Staff homework: Bring work plan/budget to council for resolution
7. Tract: submit application via FCM website

Sample Inventory List

Please indicate below the Infrastructure Owned by your Municipality:

Infrastructure Type	Yes	No	Notes & other relevant info
Roads	*		
Water Distribution System	*		We have a pump house that houses our water system and our supply is a dug well. We have water lines throughout our town.
Sewer Network		*	
Stormwater Network		*	
Sidewalks		*	
Fire Hall		*	
Town Hall	*		
Parks	*		Provincial Park
Trails		*	We are in the process of planning and securing funds for a walking trail
Lift Stations		*	
Other Structures or buildings (list):	*		Community center located next to our community center. Outdoor community entertainment field Septic system for future bathroom
Water Treatment Plant(s) (list)	*		Pump House
Wastewater Treatment Plant(s) (list)			
Fleet (vehicles & equipment) (list)		*	
Other	*		

Funding Application Checklist

Asset Management Readiness Scale (AMRS)

Work plan and budget

Council Resolution

FCM Application Form

Upload to FCM website

Sample AMRS Tool

Current State | **Expected Future State**

Outcome areas	Outcomes: Select the outcomes that your organization has achieved.				
	Level 1	**Level 2**	**Level 3**	**Level 4**	**Level 5**
A: Asset Data	☐ We have **asset inventory data,** including approximate quantities of assets within most asset groups.	☐ We have a **basic inventory** of most **critical assets,** including information on general asset properties such as size, material, location and installation date.	☐ We have a consolidated, **basic inventory** of all assets. ☐ We have defined life cycle investment requirements for **critical assets.**	☐ We have expanded **inventory** data for some assets.	☐ We have expanded **inventory data** for most assets.
	☑ We have some anecdotal information on asset condition. Some age information exists.	☐ We are moving our data to a centralized location for use by the **AM team** (note: this does not require AM software). ☐ We have defined **critical assets** and have some information on asset condition for these assets.	☐ We have standardized condition rating systems defined for most asset groups. ☐ We have asset condition information on all **critical assets.**	☐ We have evaluated the life cycle investment requirements associated with **critical assets.** ☐ We update data according to cycles defined in our **AM plans** or **strategy.**	☐ We have evaluated the life cycle investment requirements associated with most assets.

Current (from left)		**Expected**
Pre-level 1	Select the level you expect to achieve at the end of this project	2

Please provide information about how your project activities will help you achieve your expected future state

In this project, we expect to set up a formal asset register in a database that can be sustainably updated into the future (Phase 1). We expect to capture more complete data on the majority of our assets and define critical assets using a risk-based methodology (Phase 2). Capital projects planning and operational strategies will also be developed in Phase 3.

Please provide notes that describe how you have achieved your current level: We have some incomplete information and have some anecdotal information on the condition of our assets. As-builts are available for some infrastructure, some are quite old.

Sample AMRS Tool

Current State

Outcomes: Select the outcomes that your organization has achieved.

Outcome areas		Level 1		Level 2		Level 3		Level 4		Level 5
A: Policy and Objectives	☐	Senior management is committed to formalizing an **AM program**.	☐	We have drafted an **AM policy**.	☐	We are starting to use our **AM policy** to guide our actions.	☐	We manage assets and services in accordance with our **AM policy** and organizational objectives.	☐	We continue to validate and refine our corporate, service and AM objectives based on the evolving needs of our community.
			☐	Senior management and council have endorsed the **AM policy**.						
Please provide notes that describe how you have achieved your current level	Staff recommended and Council approved proceeding with the Asset Management Pre-Planning initiative offered by MNL. (meeting minutes dated December 7, 2021)									

Expected Future State

Current (from left)	Select the level you expect to achieve at the end of this project	Expected — No anticipated change
Pre-level 1		
Please provide information about how your project activities will help you achieve your expected future state		
At the end of this project, we expect to recommend to council that the Town proceed with an Asset Management funding application.		

Funding Application Checklist

- Asset Management Readiness Scale (AMRS)
- Work plan and budget
- Council Resolution
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Sample Workplan/budget: Tab 1

Workplan and Budget - MAMP Funding Offer						
Lead applicant:						
Project title:	Asset Management Initiative: Asset Register, Prioritization and Strategy					
Applicant Type:	Municipal government with a population under 1,000 people					
Activity		**Start date** (dd month yyyy)	**End date** (dd month yyyy)	**Eligible cost ($)**	**Ineligible cost ($)**	**Total cost ($)**
Activity 1: Asset Register		February 1, 2022	May 31, 2022			
(a) Set up GIS database and project files with base maps				$2,500.00	$0.00	$2,500.00
(b) Obtain and capture GIS and attribute data for the town's water network, roads, trails, buildings,				$3,000.00	$0.00	$3,000.00
(c) Onsite visit to capture outstanding data and do condition assessment of above ground assets				$5,500.00	$0.00	$5,500.00
(d) Verify GIS and attribute data with Town staff and update in GIS database				$4,500.00	$0.00	$4,500.00
(e) Calculate remaining life, condition and replacement cost of all assets and generate summary report				$3,000.00	$0.00	$3,000.00
Activity 1 Subtotals				$18,500.00	$0.00	$18,500.00
Activity 2: Asset Prioritization		June 1, 2022	August 30, 2022			
(a) Review risk based prioritization methodology with Asset Management team				$2,000.00	$0.00	$2,000.00
(b) Determine risk value for each asset based on probability and consequence of failure with input from				$6,000.00	$0.00	$6,000.00
(c) Review and finalize risk calculations with AM team and list high priority assets				$2,800.00	$0.00	$2,800.00
(d) Create risk heat maps and summary reports for each asset group.				$3,500.00	$0.00	$3,500.00
				$0.00	$0.00	$0.00
Activity 2 Subtotals				$14,300.00	$0.00	$14,300.00
Activity 3: Capital & Operational Strategies & Policy		October 1, 2022	January 30, 2023			
(a) Review financial data and identify preliminary list of capital projects.				$4,000.00	$0.00	$4,000.00
(b) Draft short term (5 year) capital plan and long term (25 year) cost projections				$6,500.00	$0.00	$6,500.00
(c) Draft AM policy for Council's consideration.				$3,600.00	$0.00	$3,600.00
(d) Conduct a Project Wrap-up Workshop for Council and staff to present the project deliverables and to				$3,500.00	$0.00	$3,500.00
					$0.00	$0.00
Activity 3 Subtotals				$17,600.00	$0.00	$17,600.00
			Total costs	$50,400.00	$0.00	$50,400.00

Total eligible costs	$50,400.00

Sample Workplan/budget: Tab 2

Sources of Funding

Instructions

Use the table below to demonstrate how you will cover **all costs** of your proposed project. The total of all funding sources, including your municipal contribution, **must equal the total costs** (eligible + ineligible) in Tab 1: Budget and Workplan.

Sources of funding include your FCM grant, plus budget allocations from your organization (with date of budget approval), cash contributions stated in your council resolution, or funds from other government or non-government sources.

FCM grants may cover up to 90% of eligible costs, to a maximum of $50,000, to undertake eligible activities. The spreadsheet will auto-calculate the maximum grant amount for which you are eligible, based on the total eligible costs in the budget.

Funding source	Description	Confirmed (Y/N)	Date committed dd month yyyy	Amount ($)	Percentage of total budget
FCM grant	Grant	N	subject to approval	$50,000	89.9%
Town of XXXXXX	Gas Tax	Y	TBD	$5,560	10.0%
Source of funding				$0	0.0%
Source of funding				$0	0.0%
Source of funding				$0	0.0%
Source of funding				$0	0.0%
Total funding: [Should equal budget total costs, Line 13 below]				**$55,560**	**100%**

Cost Eligibility | 1. Budget and Workplan | **2. Sources of Funding** | ⊕

Funding Application Checklist

Asset Management Readiness Scale (AMRS)

Work plan and budget

Council Resolution

FCM Application Form

Upload to FCM website

Sample Council Resolution

Be it resolved that Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities (FCM) Municipal Asset Management Program for the Asset Management Initiative: Asset Register, Asset Prioritization, and Strategy.

Be it therefore resolved that the Town of XXXXX commits to conducting the following activities in its proposed project submitted to the FCM's Municipal Asset Management Program to advance our asset management program:

Phase 1: Asset Register

Phase 2: Asset Prioritization

Phase 3: Capital and Operational Strategies and Policy

Be it further resolved the Town of XXXXXX commits a maximum of $X,XXX plus project HST from its budget toward the costs of this initiative.

Funding Application Checklist

- Asset Management Readiness Scale (AMRS)
- Work plan and budget
- Council Resolution
- FCM Application Form
- Upload to FCM website

Topics on the FCM Application Form

1. Lead application information
2. Contact information
3. Additional Information (town budget, previous funding, collaboration etc.)
4. Self-Assessment (AMRS tool)
5. Working title
6. Project Description
7. Activities and deliverables
8. Outcomes
9. Human Resources (internal and external)
10. Fit with provincial or territorial approach
11. Challenges and mitigations
12. Required attachments
13. Declaration and signature

Sample FCM Application Form

FCM FEDERATION OF CANADIAN MUNICIPALITIES FÉDÉRATION CANADIENNE DES MUNICIPALITÉS

Municipal Asset Management Program
Application Form

1. Lead applicant information

Please select your organization type from the list below. If you are unsure, please review the application guide, or contact FCM: email programs@fcm.ca or call 613-907-6208 or 1-877-997-9926.

- ⦿ Municipal government (e.g. towns, cities, regions, districts, etc., and local boards thereof)

Municipal partner
- ◯ a municipally owned corporation
- ◯ a regional, provincial or territorial organization delivering municipal services
- ◯ an Indigenous community
  - ≫ *Certain Indigenous communities require a shared service agreement with a municipal government related to infrastructure to be eligible. Contact FCM for additional details.*
- ◯ a not-for-profit organization with a focus on municipal services
- ◯ Other, please describe

If other is selected, please provide your organization type

Sample FCM Application Form

3. Additional information

The following information will help FCM understand the reach and results of the Municipal Asset Management Program:

Lead applicant annual operating budget $1,945,003.00

Number of administrative staff that manage the municipality or lead organization (e.g. senior administrators, finance, public works, planners and other administrative staff)   Less than 5

☐ This applicant has previously received funding from MAMP (second-time applicants).

☐ This application is in collaboration with others communities/municipalities.

FCM will allow groups of peer municipalities to apply for funding using a collaborative approach.

Part B: Self-assessment

5. Self-assessment summary – Current State

Please complete a self-assessment using the Asset Management Readiness Scale assessment tool. The self-assessment should be reflective of your organization as a whole, and not a division or an asset class within the organization.

Sample FCM Application Form

Part C: Project description

6. Working title

What is the project's working title? This title will be used publically to identify the project. Please ensure that the working title provided matches that in the Workplan/Budget.

20 words or less

7. Description

Provide a high-level description of the activities you will complete within your project. Summarize what you will do and what the project will achieve in 100 words or less. If your application is accepted, this section will be used as the public description of your project.

50 – 100 words

8. Activities and deliverables

What are the proposed activities that you want FCM to fund? Please identify one to three activities.

What deliverables do you plan to submit to FCM at the end of this project that will demonstrate you have completed the activities? Please identify **at least one** deliverable per activity.

Sample FCM Application Form

9. Outcomes

Describe how your proposed activities will improve your asset management capacity and why these activities are the priority for your municipality at this time. How will these outcomes move you along the Asset Management Readiness Scale? List the specific outcomes in the scale that are likely to be achieved through your proposed activities.

In addition to the immediate outcomes, you can also describe the long-term impact these activities will ultimately have on your municipality or community.

10. Human resources

Identify the internal human resources who will complete the proposed activities. Please list who will lead the project and who will carry out the project activities? Summarize the relevant experience of your proposed project team.

Describe the external human resources (consultant, etc.) who will complete the proposed activities. Please list who will lead the project and who will carry out the project activities? Summarize the relevant experience of your proposed project team.

100 – 250 words

Sample FCM Application Form

11. Fit with provincial or territorial approach

Describe how this project fits within the asset management approach being implemented within your province or territory.

12. Challenges and mitigations

What are the one to three most important risks or challenges that could impede the delivery of this project? How will you mitigate these challenges?

		Challenge	Mitigation
Add			
Remove	1.	Effect of winter weather conditions of field data capture	Set field capture of assets to high priority in the summer months before snowfall
Remove	2.	Design drawings may not reflect actual installation information	Work closely with public works staff who know are very familiar with underground infrastructure.
Remove	3.	High cost of software licenses for asset management programs	All software used will be free and open-source

Sample FCM Application Form

Part D: Required attachments

Please submit the following with your application

Supporting document	Comments and reference pages
A resolution from council, band council or board of directors, using the sample provided	
Attach File / Remove	
A completed workplan and budget document, using the template provided. workplan and budget template	
Attach File / Remove	
A completed Asset Management Readiness Scale assessment tool, using the template provided. AMRS assessment tool	
Attach File / Remove	
For collaborative project between municipalities: A letter of commitment signed by each collaborating municipality, using the template provided.	
Attach File / Remove	
For municipal partners: A letter of support from your partner municipal government, using the template provided	
Attach File / Remove	

Part E: Declaration and signature

Please review this declaration and have it executed by an authorized signatory of the applicant. This declaration confirms that: a) the Applicant understands and will abide by the Federation of Canadian Municipalities' ("FCM") requirements, including those related to funding; and b) the information provided in and appended to the application is accurate and complete.

By typing my name below and submitting this application, I am providing my signature for the declaration above.

I, name _____ , Town Clerk Manager _____ of
| _____ (herein called the "**Applicant**"), hereby declare, without personal
liability and in my capacity as Town Clerk Manager _____ of the Applicant, as follows:

Sample FCM Application Form

Note: The information provided in this application, including all attachments, will be kept confidential. Access to this information will be limited to:

» FCM employees and professional representatives who are involved with your Initiative
» persons to whom the applicant has granted access and persons authorized by law

The information provided in applications, including attachments, is subject to FCM's Privacy Policy.

The system will highlight any incomplete questions | **Review**

Part A: Applicant information

1. Lead applicant information
Completed

Go to the question

2. Lead applicant contact information

Mailing address
First name: Please enter text
Last name: Please enter text
Title: Please enter text
Email: Please enter text

Go to the question

Submit

Activity 3: Application Process

- 6-8 months
- FCM reviews application for completion
  - On-going correspondence
- FCM has the application Peer reviewed
  - On-going correspondence
- Notification of Approval (project work can start on or after the date noted)

Activity 4: What to do while you wait?

- **Collect AM data**

- **Compile your data in a central location**

Data Collection

- Design Drawings

- As-Builts
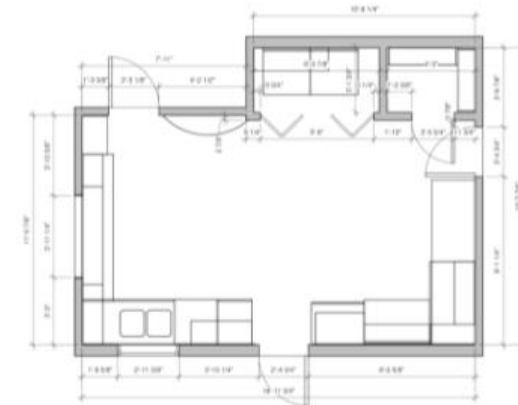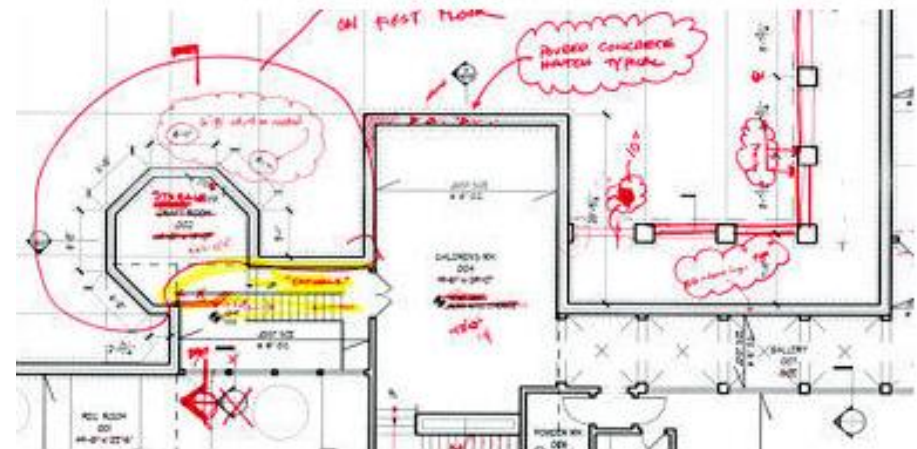
- Project list

Data Collection

- Funding applications for new projects
- Insurance forms listing town assets
- Town budget and tax rate information

Q & A

Thank You!