



REGIONAL
DISTRICT
OF NANAIMO

FEDERATION OF CANADIAN MUNICIPALITIES MUNICIPAL ASSET MANAGEMENT PROGRAM

RECOMMENDATIONS

1. That the Regional District of Nanaimo apply for the Federation of Canadian Municipalities Municipal Asset Management Program grant for an Asset Management Data Model: Documentation and Governance Processes project.
2. That the RDN will undertake the following proposed project activities to advance the Region's asset management program, including:
 - A best practice data governance regime for asset information including implementation procedures and training materials for returning field information when work is undertaken;
 - Documentation of process maps for data flows, data management and a supporting enterprise architecture blueprint; and,
 - Standard operating procedures for updating asset attribute information on new and existing assets, including routine maintenance, scheduled and unscheduled repairs, upgrades, costs, condition, useful lives, and enhancements.
3. That in accordance with the grant program requirements, the Regional District of Nanaimo allocate 20% of the total anticipated project cost from the 2021 Financial Plan and the required staff support to manage the associated grant activities to project completion.

BACKGROUND

In 2017, the Federation of Canadian Municipalities (FCM) began accepting applications for the Municipal Asset Management Program (MAMP). This program was intended to last for a five-year period and allows for continuous intake of applications for \$50 million in program funding towards strengthening asset management (AM) practices. Eligible applicants could receive up to \$50,000, representing no more than 80% of eligible project costs. To support the Regional District of Nanaimo (RDN) 2021 MAMP application and to receive funding, a Board resolution is required.

Since 2012, the RDN has undertaken collaborative, cross-departmental AM initiatives to provide residents with sustainable services, delivered in a predictable and cost-effective manner.

The proposed scope for the RDN 2021 MAMP application was derived from the RDN AM Strategy and prioritized by surveying the RDN AM Working Group for departmental needs. The proposed MAMP project will leverage a request for proposal process to secure a proponent to work with a cross functional team from the RDN AM Working Group to develop and standardize an AM Data Model.

In scope for this AM Data Model project is assessing the roles and responsibilities for updating, managing, and improving strategic asset information including condition, maintenance works, repairs, etc. Processes for updating asset information, assigning a unique asset number, and controlling the generation of new datasets will be standardized and documented to support the generation of effective asset management plans. A single enterprise architecture blueprint will be generated to illustrate how RDN applications and supporting data are connected to support infrastructure decisions including long term financial planning. Finally, implementation procedures and training materials will be developed for returning field information to the asset register when work is undertaken.

By completing these implementation activities from the RDN AM Strategy, strategic asset information will be integrated with decision making needs for long term financial planning. As a result, this project aligns with the assessing, planning, and implementing components of the Asset Management for Sustainable Service Delivery: A BC Framework, 2019.

FINANCIAL IMPLICATIONS

The FCM MAMP grant is expected to cover 80% of the project's upset limit. The total project cost is estimated to be \$62,500. The remaining 20% of project funding requirements will be provided by the RDN, estimated to be approximately \$12,500 and is included in the 2021 Financial Plan. Staff time from the Strategic Initiatives area is also required to manage the project and associated grant activities to its completion along with engagement with the RDN Asset Management Working group in various project activities including workshops, information sharing, and deliverable reviews.

The size of the approved budget as well as the funding sources will be revisited based on the results of both the RDN's submission for MAMP funding as well as the request for proposal process for completion of the project.

STRATEGIC PLAN ALIGNMENT

The proposed project is related to the strategic goal of Environmental Stewardship. Specifically, it will support a sustainable approach to managing treated wastewater in the Region by defining how performance measures are collected and stored for these assets.

The project is also related to the strategic goal of Growth Management. Specifically, it will support the completion of the RDN asset management plan by streamlining data collection plans for the asset inventory and asset lifecycle activities.

The project will also support the strategic goal of People and Partnerships. Specifically, the project outcomes will improve the governance and awareness of RDN activities, by enhancing community engagement strategies over time with a continually improving asset management plan.

REVIEWED BY:

G. Garbutt, GM Strategic Community Development
P. Carlyle, Chief Administrative Officer

ATTACHMENT:

1. MAMP Grant Application Program Guide¹

¹ <https://data.fcm.ca/documents/funding/mamp/application-guide.PDF>