

**COMMUNICATION 131075**

Received from Trisa McConkey, CPA, CGA, Treasurer  
Addressed to Committee of the Whole  
Date May 26, 2020  
Topic Federation of Canadian Municipalities Asset Management Grant

**SUMMARY:**

As part of the 2020 approved budget, the Town committed \$100,000 to purchasing Asset Management software to enable staff to complete and maintain an Asset Management Plan that is compliant with O. Reg 588/17. The budget included \$50,000 from taxation and \$50,000 from a potential grant or from the Administration Reserve if no grant was available.

**COMMENT:**

The Town's Asset Management Steering Committee researched available software and chose CityWide's Asset Manager as communicated in the CAO's May Delegated Authority Report. As mentioned in that report, staff were waiting for a grant opportunity from the Federation of Canadian Municipalities (FCM) that may provide funding up to \$50,000 for this project. That grant program has now been released for applications. Part of the application process is to obtain a resolution from Council committing to the project and to funding a portion thereof.

**FINANCIAL IMPLICATIONS**

Receipt of this grant will reduce the need to spend up to \$50,000 from the Administration Reserve as approved in the 2020 Capital Budget.

**STAFF RECOMMENDATION**

**THAT** Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for training in developing a compliant Asset Management Plan, software implementation and training to maintain the plan, and assistance with improving data for the plan; and

**THAT** the Municipality commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

- Training staff to be able to complete future compliant Asset Management Plans
- Acquisition, training, and implementation of CityWide Asset Manager software; and,
- Assistance with improving data for use in both the software and the Asset Management Plan; and

**THAT** the Town of Carleton Place commits up to \$100,000 from its budget plus any required staff time towards the costs of this initiative.