

Asset Management Planning Program

2022 Application Form

Please complete and return this form. All questions are required to be answered by typing directly in this form. If you have any questions, contact lgps@ubcm.ca or (250) 952-9177.

Applications can be submitted at any time; however, funding permitting, applications will only be reviewed two times in 2022. Applicants will be advised of the status of their application within 60 days of the following application deadlines: May 6 and September 30, 2022.

SECTION 1: Applicant Information	AP- <i>(for administrative use only)</i>
Local Government: City of Pitt Meadows	Complete Mailing Address: 12007 Harris Rd, Pitt Meadows, BC V3Y 2B5
Contact Person*: Leila MacLachlan	Position: Capital Asset Analyst
Phone: 6044652469	E-mail: lmachlan@pittmeadows.ca

* Contact person must be an authorized representative of the applicant (i.e. staff person or elected official)

SECTION 2: PROJECT INFORMATION
<p>1. Project Information</p> <p>A. Project Title: Asset Management Plan</p> <p>B. Proposed start and end dates. Start: June 1, 2022 End: May 31, 2023</p> <p>C. Total project budget: \$55,000.00</p> <p>D. Total grant request: \$25,000.00</p> <p>E. Is this project also funded through FCM's Municipal Asset Management Program? Refer to Section 3 of the <i>Program & Application Guide</i> for more information.</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>2. Current Status of Asset Management Expertise (based on self-assessment). Please select your current status <u>and</u> provide a description of current level of asset management expertise.</p> <p>A. <input type="checkbox"/> Beginner <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced</p>

B. Description of current level of asset management expertise: The City of Pitt Meadow's current asset management relies on straight-line life cycle analysis based on the age of the tangible capital assets. Replacement values are calculated using BCPI and historical cost, and Citywide is used as the Asset Management database to maintain the Tangible Capital Assets listing. Any condition assessments done on tangible capital assets are incorporated into the Citywide.

- 3. Proposed Activities.** Please describe the specific activities you plan to undertake (i.e. baseline assessment, asset management policy, asset management plan, training, etc.)

The specific activity that we plan to undertake if the application is successful is to hire an external consultant to update the City of Pitt Meadows Asset Management Plan. This will comprise of: inventory analysis/ state of local infrastructure, levels of service, asset management strategy for risk and growth, and financial strategy. The last Asset Management Plan was completed in 2017, and requires an update to reflect best practices.

- 4. Progress to Date.** If you have previously received funding under the Asset Management Planning program, or through the Canada Community-Building Fund, please provide an update on the outcomes of those funded projects or a summary of progress to date.

The City of Pitt Meadows received \$15,000 from the UBCM Asset Management Planning program in 2019, and used these funds for a Water Condition Assessment. This activity involved hiring an external consultant to sample existing watermain, who provided a report with the findings to give the City a better representation of city watermain conditions. The results of the condition assessment were incorporated into the Asset Management database, and were used to update the target reserve savings values to prioritize future capital projects.

- 5. Intended Outcomes, Deliverables & Impacts on Local Government.** What will your project achieve? What will be the specific deliverables? List any policies, practices, plans, or local government documents that will be developed or amended as a result of your project.

The results of the Asset Management Plan will identify the characteristics and the condition of city owned infrastructure assets, levels of service expected from them, planned actions to ensure the assets are providing the expected level of service, and financing strategies to implement the planned actions. The overall intent of the Asset Management Plan is to help the city ensure investments are made at the right time, future repair and rehabilitation costs are minimized, and municipal assets are being appropriately maintained. Additionally, it will help guide how municipal tax dollars and revenues are spent into the future, and form the basis for future capital budgets.

- 6. Additional Information.** Please share any other information you think may help support your submission.

The Asset Management Plan Update was a key initiative presented to council during the 2022 Business Plan for Financial Services; however, council resolution specific to the UBCM Asset Management Planning Program application has not yet been obtained.

The council meeting to request support/ approval/ overall grant management for the UBCM Asset Management Planning Program application for the purpose of updating the Asset Management Plan will occur on May 17, 2022. Council resolution for this application will be forwarded as an addition to this application at that time.

If the application is successful, the remaining 50% of the project costs will be funded from a cash contribution from local government from the Operating Reserve Fund.

SECTION 3: Required Attachments

Please submit the following with your application:

- ☒ Council/Board Resolution – Indicating local government support for the proposed project and a willingness to provide overall grant management
- ☒ Detailed budget including itemized costs/activities that will be funded by the grant and separating out community contributions from the applicant and/or other grant funding;
- ☐ For eligible projects that are also funded through FCM, the complete MAMP application package and notice of funding approval from FCM is required to be submitted.

Submit the completed Application Form and all required attachments as an e-mail attachment to lgps@ubcm.ca and note "2022 Asset Management Planning" in the subject line. Submit your application as either a Word or PDF file(s).

SECTION 4: Signature

Applications are required to be signed by an authorized representative of the applicant. Please note all application materials will be shared with the Province.

I certify that: (1) to the best of my knowledge, all information is accurate, (2) the area covered by the proposed project is within the applicant's jurisdiction.

Name: Leila MacLachlan

Title: Capital Assets Analyst

Signature:



Date: May 5, 2022

**A certified electronic or original signature is required*

210049 - ASSET MANAGEMENT PLAN (AMP)

Scenario Details

Project Forecast

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