



**Special Council Meeting
February 27, 2020 at 3:30 p.m.
Nesbitt Hall, Nesbitt MB.**

CALL TO ORDER – 3:30 p.m.

ADOPTION OF THE AGENDA

BE IT RESOLVED that the agenda for the February 27, 2020 meeting be accepted as presented.

GENERAL BUSINESS

FCM Municipal Asset Management Program Funding Application

BE IT RESOLVED that..... (Administration be directed to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Municipality of Oakland-Wawanesa, Policies and System project.)

BE IT RESOLVED 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 with the following three activities:

- Development of an Asset Management Policy, Strategy, and Plan
- Collect and compile asset information into one central database
- Municipal Workshops: Asset Management principles, in-house asset management capacity, data collection in the field.)

BE IT RESOLVED that(an amount not to exceed \$23,000 be expended from the gas tax reserve for initial purchase with a subsequent annual fee of \$12,000 being included in the computer and software budget for the cost of this initiative).

2020 Preliminary Budget

Discussion only.

ADJOURNMENT

BE IT RESOLVED that this meeting does now adjourn (time).

Dave Kreklewich, Head of Council

Joni Swidnicki, Chief Administrative Officer

Asset Management

Dynamic Asset Management Planning



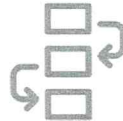
Start simple, and build a solid foundation for Asset Management.

MuniSight's simple solution takes the complexity out of Asset Management. When you start simple, it makes planning easy.



Purpose Built to Manage Key Municipal Assets:

- ✓ Road Networks
- ✓ Bridges & Culverts
- ✓ Water Networks
- ✓ Sewer Networks
- ✓ Buildings



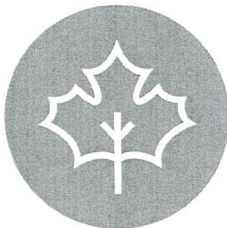
Work Flow Management:

- ✓ Service Requests
- ✓ Work Orders
- ✓ Maintenance Reports
- ✓ Conduct Condition Assessments in the Field



Generate the Reports That Matter:

- ✓ Asset Management Plans
- ✓ Asset Registries
- ✓ Data Integrity
- ✓ Auditing



Experience in Canada

We are solely dedicated to helping Canadian communities with all data and software built and stored in Canada.



Small Community Focused

We specialize in small-urban and rural based municipalities.



Trusted Advisors

MuniSight is dedicated to connecting and simplifying municipal information to help municipalities do more with their data.

The Trusted Advisor of Municipal Technology



Rural Municipality of
Alexander
Municipalité Rurale de

Rural Municipality of
Corman Park

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With over 115 Government Institution clients in Canada, we have the expertise.

MuniSight WebMap

A fully integrated view of your Municipality



Eliminate Information Silos with MuniSight WebMap.

MuniSight allows you to stop running around looking for information. Find it all in one place with MuniSight.



One-Stop-Shop for all Municipal Data:

- ✓ Property Information
- ✓ Bylaw Complaint Tracking
- ✓ LIDAR & Infrastructure Data
- ✓ Cemetery Management
- ✓ Tree Inventory



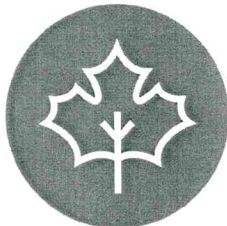
Integrations With Core Information Providers:

- ✓ Tax, Assessment, & Utility
- ✓ ESRI, QGIS, Geomedia
- ✓ Provincial Datasets
- ✓ Module Partners - AVL & Emergency Services
- ✓ Work Order & Service Requests
- ✓ Mobile Data Collector



Municipal Hub to Complete Core Work-Flows:

- ✓ Graveling
- ✓ Dust Control
- ✓ Water & Sanitary Networks
- ✓ Road Networks
- ✓ Mulching & Mowing



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Who We Are

**Asset
Management**

Municipal GIS

**Managed Data
Services**

MuniSight is a customer-oriented municipal trusted advisor solely dedicated to serving small urban and rural-based Canadian municipalities. With over 115 municipal clients in Canada and over 30 RM's in Manitoba, we are confident that we have the expertise and track record to deliver products and services to the Municipality of Oakland-Wawanesa on cost, on schedule, and at a high degree of quality.

MuniSight offers a unique set of solutions that are tailored to small urban and rural municipalities, highlighted by the following considerations:



Experience in Canada – Since 2002, we have been solely dedicated to helping Canadian communities.



Focus on rural municipal governments – We specialize in small urban and rural based municipalities.



Trusted Advisors – MuniSight is dedicated to connecting and simplifying municipal information to help municipalities do more with their data

Outcomes

Based on our understanding of the Municipality of Oakland-Wawanesa, MuniSight's proposal would improve upon the following functions:

- ✓ Elimination for multiple systems, bringing municipal data into one spot (tax, operations, etc.)
- ✓ Creation of a centralized database for all asset information (location, type, condition, etc.)
- ✓ Digitization of graveling, dust control, and mowing data to improve staff workflows
- ✓ Forward movement along the FCM asset management readiness scale
- ✓ Foundation to begin collecting asset data in the field



How We Do It

MuniSight offers a unique set of services and capabilities that has helped identify us as trusted leaders when it comes to connecting and simplifying your municipal information.



MuniSight is a one stop shop within your municipality. Remove information silos and have all your data centralized.





Budget

The proposed budget of this project is:

		<u>Initial Set-up Fee</u>		<u>Subscription Fee</u>
MuniSight: Lite WebMap	\$	18,500	\$	7,500
General Support Services (30 hours)		4,350		4,350
SUBTOTAL	\$	22,850	\$	11,850

Please note that 100% of project costs are eligible to be expensed through the Federal Gas Tax Fund.



MuniSight Proposal: FCM Municipal Asset Management Program



February 19, 2020

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FCM Municipal Asset Management Program

The FCM realizes it is hard to make important choices about maintaining, replacing, and repairing aging municipal infrastructure. To make these important decisions, you need a solid foundation for asset management within the municipality, which also includes good data. The FCM MAMP helps municipalities with this process to gather accurate data, to ultimately make solid asset-related decisions.

Key program areas of focus are:

- Getting municipalities to use good asset management practices.
- Supporting training and workshops in your community.
- Helping you plan for and conduct data collection and analysis.
- Gathering and sharing your knowledge and lessons learned.

Municipal asset management helps municipalities manage their aging infrastructure to make better investment decisions. The FCM MAMP has funded:

- Over 500 municipal asset management projects
- \$20M worth of municipal asset management projects

Project Overview

Under the FCM Municipal Asset Management Program, we look to deliver asset management services for the Municipality of Oakland-Wawanesa. This project will provide guidance, reflection, and produce a roadmap to coordinate municipal asset management decisions with municipal-owned infrastructure. To do this, we look to identify what asset data the municipality has and consolidate it into one central database to identify what the assets are, where the assets are geographically, and what the assets are made of. Since accurate data is key, we then analyze the systems the municipality is currently using to go out in the field to collect further asset data. During this, we will also educate and provide the tools necessary to the municipality on how to accurately collect asset data in the field.

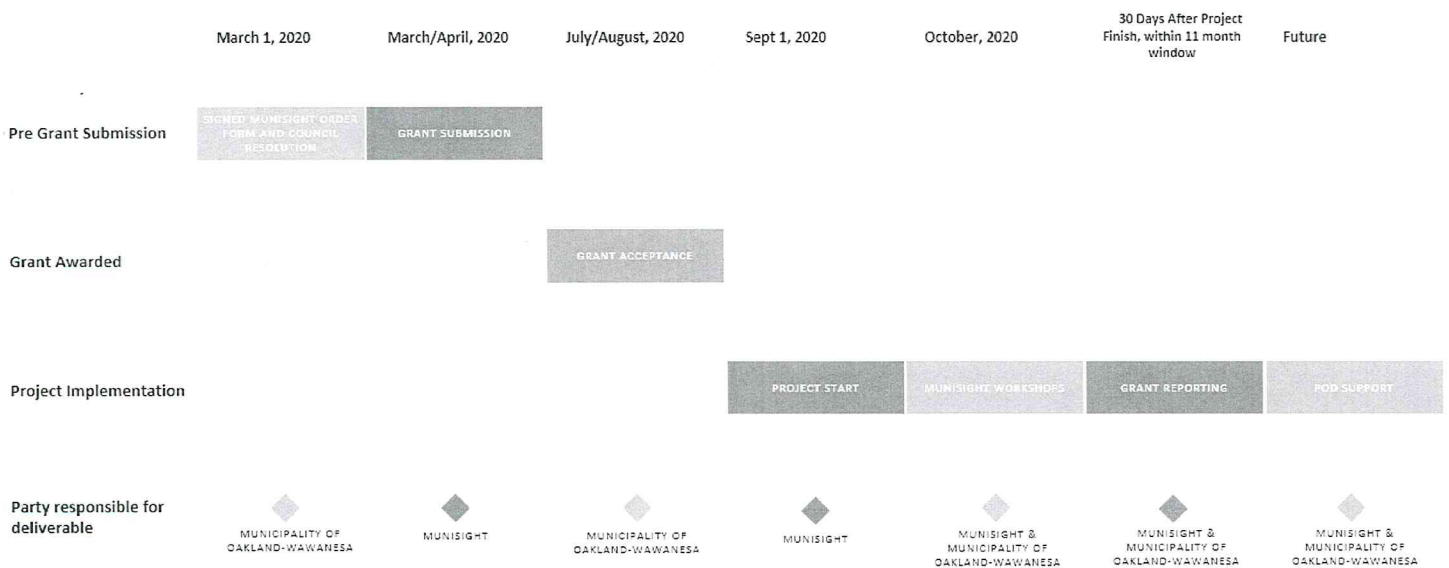
These activities will not only produce a roadmap for better asset investment decisions, it will also create a formal asset management process while creating a high level, in-house asset management capacity. Lastly, we then will look at this data and work with Administration and Council to develop a comprehensive asset management policy, strategy, and plan.

Deliverables

This project will provide the following deliverables:

1. Analyze and bring municipal asset data into one central database
 - a. To identify:
 - i. What the asset is
 - ii. Where the asset is
 - iii. What the asset is made of
 - b. Develop a solid foundation for asset management
2. Provide education and tools necessary to collect asset information in the field
 - a. Collect accurate, up-to-date asset information for investment decisions
 - b. Ensure municipal assets are maintained and safe for public use
3. Identify gaps in current asset information
 - a. Education and ongoing support through the asset management process
 - b. Recommendations on best-practices
 - c. Setup processes to better manage asset management tasks
4. Development of an asset management policy, strategy, and plan
 - a. Work with Administration and Council to produce a roadmap for future asset investment decisions
 - b. Formalize the asset management process

Project Schedule



Outcomes



- ✓ Centralized municipal & asset database
- ✓ Asset Management Strategy, Policy, and Plan
- ✓ Clear direction to guide infrastructure investment decisions
- ✓ Mobile app for data collection in the field
- ✓ Forward movement along the FCM Readiness Scale

Proposal

MuniSight has been a trusted-advisor for over 30 FCM projects identical to the one being proposed. MuniSight will:

1. Write the grant application for the municipality
2. Deliver the outcomes the municipality is looking to achieve through asset management
3. Develop post-project reporting, as required by FCM

The only deliverables required for the Municipality of Oakland-Wawanesa to provide is a letter of support from local government, in the form of a council resolution, and a signed contingent order form.

Budget

The proposed budget of this project is:

		<u>Initial Set-up Fee</u>		<u>Subscription Fee</u>
MuniSight: Lite WebMap	\$	26,500	\$	5,500
MuniSight: AMP		16,500		4,000
MuniSight: Mobile Collector App		0		0
Asset Management Plan		15,000		0
General Support Services (30 hours)		4,350		4,350
Grant Writing Services		1		0
SUBTOTAL	\$	62,351	\$	13,850

BUDGET BREAKDOWN

The FCM MAMP covers 80% of project costs, up to \$50,000. Therefore, the municipality would be responsible to contribute the following:

2020 Budget	2021 Budget
\$12,470	\$13,850

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10 year capital program
Oakland-Wawanesa Fire Department

Purpose	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Totals
Fire Department												
Unit 1 Replacement				15,000	15,000	15,000	25,000	25,000	25,000	30,000	30,000	180,000
Unit 2 Replacement						10,000	10,000	10,000	15,000	15,000	15,000	75,000
Unit 3 F-250					60,000							60,000
Unit 4 Tanker			260,000									260,000
Unit 5 F-250		60,000										60,000
Breathing Apparatus				20,000		20,000		20,000		20,000		80,000
Breathing App Bottles			10,000		10,000		10,000		10,000		10,000	50,000
Jaws Of Life		25,000										25,000
Radios	45,000											45,000
Fire hall Replacement						15,000	15,000	15,000	15,000	15,000	15,000	90,000
Bunker Gear				10,000				10,000				20,000
Skid unit replacemnt						15,000			15,000			30,000
	45,000	85,000	270,000	45,000	85,000	75,000	60,000	80,000	80,000	80,000	70,000	

<div> <div>10-year capital program</div> <div>MUNICIPALITY OF</div> <div>OAKLAND-WAWANESA</div> </div> <div>DRAFT</div>													
PURPOSE		SOURCE OF FUNDS											
Estimates for 2019		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Total
Public Works													
MOWER-WAWANESA			30,000.00										30,000.00
SCHULTE MOWER			60,000.00										60,000.00
1/2 TON TRUCK/TRAILER											50,000.00		50,000.00
TRACTOR							170,000.00						170,000.00
GRADER CWI WING				235,000.00				240,000.00				210,000.00	685,000.00
GRADER CWI WING		230,000.00				235,000.00							705,000.00
BACKHOE					140,000.00								140,000.00
TANDEM TRUCK					80,000.00								80,000.00
LOADER													190,000.00
HOT/SE			190,000.00						11,000.00				11,000.00
RECLAIMER									60,000.00				60,000.00
SNOW BLOWER										10,000.00			10,000.00
FLATBED ON FIRE TRUCK													0.00
MISCELLANEOUS									75,000.00				75,000.00
SALT SPREADER											7,000.00		7,000.00
TRAILER (MP)		7,000.00											7,000.00
FRONT PLOW							33,000.00						33,000.00
FRONT PLOW								33,000.00					33,000.00
													0.00
													0.00
													165,000.00
													2,511,000.00
		237,000.00	280,000.00	235,000.00	220,000.00	235,000.00	203,000.00	273,000.00	146,000.00	250,000.00	57,000.00	210,000.00	2,511,000.00
SOURCE OF FUNDS - ANNUAL													
OPERATING													
RESERVES		237,000.00	280,000.00	235,000.00	220,000.00	235,000.00	203,000.00	273,000.00	146,000.00				1,829,000.00
DEBENTURE SALES													0.00
OTHER													0.00
		237,000.00	280,000.00	235,000.00	220,000.00	235,000.00	203,000.00	273,000.00	146,000.00	0.00			1,829,000.00
FOR DEPARTMENTAL USE ONLY													
Adopted by Resolution of Council		<div> <div>(Head of Council)</div> <div>(Chief Administrative Officer)</div> </div>											
		20											