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Municipal Asset Management Program Application Form

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FCM's Municipal Asset Management Program Application Form

IMPORTANT: Before filling out this application form, please read the Municipal Asset Management Program (MAMP) [application guide](#), available on the FCM website.

Please save or download this form to your computer before completing it. If you see a dialog box requesting that you trust the links to FCM, please click "trust".

We encourage you to contact FCM before you submit your application. FCM advisors can help determine if your project is eligible, answer questions and help you prepare a successful application. Contact us at:

programs@fcm.ca

Tel.: 613-907-6208 or 1-877-997-9926

Part A: Applicant information

There are two eligible lead applicant categories:

- » Municipal governments (e.g. towns, cities, regions, districts, etc., and local boards thereof)
- » Quebec applicants must first submit their application through Quebec's Ministère des Affaires municipales et de l'Occupation du territoire (MAMOT). See details below.
- » Municipal partners applying in association with a municipal government

A municipal partner is one of the following entities:

- a. a municipally owned corporation
- b. a regional, provincial or territorial organization delivering municipal services
- c. 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.*
- d. a not-for-profit organization with a focus on municipal services

Please note that private-sector entities are not eligible as municipal partners.



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MUNICIPALITÉS

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DRAFT

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

2. Lead applicant contact information

Organization name

City of Cold Lake

Mailing address

Address

5513 48 Avenue

City

Cold Lake

Province/territory

Alberta

Postal code

T9M 1A1

General Telephone

780-594-4494

General Email

infrastructure@coldlake.com



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MUNICIPALITÉS

Municipal Asset Management Program

Application Form

DRAFT

Lead applicant primary contact information

Salutation (optional)	First name	Last name	Middle initial (optional)
Mr.	Rezaur	Bhuiyan	
Title		Email	
Engineering Services Manager		rbhuiyan@coldlake.com	
Tel. (work)	Ext.	Cell (optional)	
780-594-4494	7975	(area) number	

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

\$53,528,632.00

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

101 – 500

☐ 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.

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.

Cold Lake Asset Management Plan



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FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

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DRAFT

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.

With aid and direction from a consultant the City will work on completing our Asset Management Plan. With the consultants guidance and expertise and utilizing the NAMS Canada training completed by City Administration, we will revise, develop and expand on our current Levels of Service and Risk Management planning.

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.

Please see the [application guide](#) for additional guidance on the level of detail expected.

Activity	Deliverable
Please identify one to three asset management related activities. Examples: <ul style="list-style-type: none">• conduct a needs assessment• collect data on the condition of 200 km of roads• set up a cross-functional asset management committee• training for cross-functional team of managers• update job descriptions to include asset management responsibilities	Please identify specific items you will send to FCM to demonstrate completion of each activity. Examples: <ul style="list-style-type: none">• needs assessment report• condition assessment report for 200 km of roads• asset management committee terms of reference and minutes from first two meetings• training attendance record and copy of training materials• updated job descriptions, and minutes from job description workshop with cross-functional team
Add	
Remove 1. Asset Management Plan Development	Asset Management Plan

Note: Please use these same activities to complete the workplan and budget template. In the [workplan and budget template](#), you will be required to break each of these activities down into tasks.



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MUNICIPALITÉS

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DRAFT

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.

Currently we operate and develop our asset management based on various facets such as:

- *software with data information like GIS, MDW, City Works
- *knowledge from experienced and trained administration
- *budget availability
- *assessment tools - Road Matrix, Sidewalk Assessment, Camera Inspections for Sewer
- *public and political requests
- * reactive repair

Having the Asset Management Plan developed will take all these individual facets and bring them together so there is a complete understanding in one document with a clear vision to educate staff, management, Council and/or the public. The Plan will be the tool for decision making, future long term planning and budget allocation.

Please use the [Asset Management Readiness Scale assessment tool](#) to identify your desired future state. Complete the Desired Future State column below to indicate your intended readiness levels at the end of the funded project.

Note: Progression in asset management practices takes time and ongoing effort. Your “desired future state” should reflect the levels you realistically anticipate reaching by the end of the project. In some cases, the asset management activities that are most important for you may not result in a full level change on the readiness scale. That is okay — any progress is important.

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.

Rezaur Bhuiyan- Engineering Services Manager- lead- NAMS training in Asset Management, MDW
Lisa Nash- Engineering Tech - liaison between departments and consultants for information - NAMS training Asset Management, MDW, City Works
Azam Khan- General Manager of Infrastructure Services -liaison with CAO, Management and Council - NAMS training Asset Management, MDW, Cityworks, GIS

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.

TBD



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MUNICIPALITÉS

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DRAFT

11. Fit with provincial or territorial approach

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

Developing and establishing an Asset Management Plan will allow our community to manage our infrastructure in a planned manner and bring value to our community as desired in the Asset Management Approach for Alberta.

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. Time to be involved and participate in addition to current duties by internal resources	Designation of the internal lead and support staff to the consultant

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	



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DRAFT

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, Kevin Nagoya, CAO of
City of Cold Lake (herein called the "**Applicant**"), hereby declare, without personal
liability and in my capacity as CAO of the Applicant, as follows:

1. That the Applicant will not be able to receive funding from FCM prior to entering into a legally binding agreement with FCM (the "**Agreement**") in respect of the project being applied for (the "**Initiative**") and that the said Agreement will contain pre-conditions to funding, all of which the Applicant must comply with, including without limitation:
 - a. the Applicant having obtained all authorizations required to enter into the Agreement and carry out the Initiative;
 - b. the Applicant having obtained assignments of copyright and waivers of moral rights from any consultants or third-parties who have contributed or will contribute to reports prepared on the Applicant's behalf, such that the Applicant will hold the copyright in all reports related to the Initiative;
 - c. the Applicant providing reports and consenting to FCM sharing the lessons learned and experience gained from the Initiative with other communities across Canada by allowing FCM to publish reports, such as project completion and final reports, on the FCM website;
 - d. the Applicant having incurred costs in connection with the Initiative, which costs must be invoiced to and paid for by the Lead Applicant; and
 - e. the Applicant claiming reimbursement for in-kind costs only, all in accordance with FCM's restrictions regarding such claims.
2. That the Applicant will carry out the Initiative in compliance with all applicable laws and regulations.
3. That the Applicant will confirm to FCM all sources of funding prior to executing the Agreement.
4. That all of the information contained in this application and in the accompanying documents is true, accurate and complete as of the date of submission.
5. That if any of the information contained in this application and in the accompanying documents becomes inaccurate, incomplete or incorrect, the Applicant will provide updated information and/or accompanying documents.
6. That the Applicant acknowledges and agrees that changes in scope to the Initiative after this date of application may not be accepted by FCM.
7. If the Applicant has engaged or intends to engage (a) consultant(s) who will communicate with FCM on behalf of the Applicant, that the Applicant hereby confirms that the consultant(s) are authorized to do so.

Name of authorized agent (consultant): _____

Organization: _____



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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