



REPORT

To: Chair and Directors

Report Number: FN-BRD-284

From: Jody Schmidt, Financial Investment Officer

Date: May 2, 2024

Subject: Asset Management 2024 Grant Application

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board approve an application to the Union of BC Municipalities (UBCM) for grant funding in the amount of \$25,000 through their Asset Management Planning Program to assist in funding the PRRD Software Solution for project management including, planning, analysis, design, development and deployment using external and internal sources.

BACKGROUND/RATIONALE:

At December 8, 2023 meeting, the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED,

That the Regional Board award RFP 34-2023 'PRRD Software Solution' to Esri Canada Limited for the provision and implementation of a corporate software solution, at a cost of \$176,000 (excluding taxes) for the 2024 implementation including licensing fees, with a total contract value of up to \$600,000 over the 5-year term, including contingency and operational licensing costs; and further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the Peace River Regional District.

Click [here](#) to view the report presenting information regarding the software solution to the Regional Board at that meeting.

Initiation and planning began on the above mentioned software solution shortly thereafter and deployment of project deliverables occurred on March 4, 2024. Staff is currently in the configuration, data collection and GIS asset review phase. The anticipated go-live evaluation and closeout for asset management systems within the software is October 2024.

Esri Canada has assigned a Project Manager responsible for all project management activities including all necessary project management documentation, periodic status reports, periodic status meetings with clients, internal team and event coordination. The assigned Project Manager is the single point of contact for each stream of the PRRD's Project Team and works collaboratively with the PRRD's Project Manager and Team to manage the schedule and scope of the project. The Asset Management Planning Project grant will be used to cover these costs.

Deadlines for UBCM 2024 annual grant intake are on May 10, 2024 and September 27, 2024.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Asset and Infrastructure Management
- ☒ Implement Asset Management Software Program

FINANCIAL CONSIDERATION(S):

The proposed funding for the Software Solution was originally budgeted from 2023 requisition; however, the PRRD has an opportunity to apply for UBCM grant funding to help support the asset management portion up to a maximum project amount of \$50,000.

The grant matches up to \$25,000 (total project amount of \$50,000) to support activities that advance asset management planning or practices.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.