PEACE RIVER REGIONAL DISTRICT

REPORT

To: Chair and Directors   Report Number: FN-BRD-335

From: Finance Administration   Date: May 1, 2025

Subject: **Asset Management 2025 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 Asset Management Software Solution for deployment training of internal and external users, staff time and project management and launching the public portal platform on PRRD website.

BACKGROUND/RATIONALE:

On December 8, 2023, 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 from the December 8, 2023 Regional Board meeting.

On May 2, 2024, the Regional Board passed the following resolution:

> *MOVED, SECONDED and CARRIED,*
> *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.*

Click here to view the report presenting information regarding the software solution to the Regional Board at the May 2, 2024 Regional Board meeting.

The software solution transitioned from its initial configuration phase by Esri Canada to the PRRD in December 2024. Following this handover, PRRD took the lead in refining the system and implementing a comprehensive Organizational Rollout Implementation Plan. This plan includes mentoring and training staff across the organization and external users to effectively use the software for managing

PRRD assets. The software handles all service requests, generates work orders and conducts inspections requests.

The Public Portal application is anticipated to launch in fall of 2025. This grant will help fund internal staffing costs to support and refine the software throughout 2025, ensuring it continues to meet operational needs and enabling the launch of the public portal. This portal will provide residents with direct access to certain asset management features, enhancing transparency and service delivery.

The deadline for the UBCM 2025 annual grant intake is May 23, 2025.

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. An application for UBCM 2024 annual Asset Management Grant has been approved for $25,000 to help fund configuration, data collection and GIS asset review phase of the project from May 2024 to December 2024. Thus far, the project has been funded by COVID-19 reserve funds.

COMMUNICATIONS CONSIDERATION(S):
None at this time.

OTHER CONSIDERATION(S):
None at this time.