



ASSET MANAGEMENT PROGRAM FOR NEW BRUNSWICK • MODULE 1 •

The Province of New Brunswick is expected to issue Phase 2 Asset Management Requirements for municipalities soon. It is anticipated Phase 2 requirements will include the following outcomes:

- (a) Establish link between Asset management policy and other organizational governing documents
- (b) Council endorsement of AM Policy and maintaining currency
- (c) Linking asset management planning and budgets
- (d) Defining acceptable levels of service delivery
- (e) Identifying performance measures
- (f) Climate Change: Evaluating climate change vulnerabilities
- (g) Identifying GHG reduction opportunities
- (h) Condition assessment policy
- (i) Risk evaluation process
- (j) Risk mitigation and adaptation strategies for high risk assets
- (k) State of infrastructure based on condition and performance
- (l) Cost analysis for existing and planned assets over 50 years
- (m) Cash flow forecast for all assets
- (n) Identify funding sources (10-year focus)
- (o) Cashflow forecast assumptions
- (p) Strategy for managing funding gaps
- (q) Prioritization of investments through good asset management practices

AIM Network is offering the a series of online workshops to address the expected outcomes of the Phase 2 requirements. Workshops in this offering (Module One) addresses Outcomes **a - j** on the above list and will take place **February - June 2021**. (Module Two addresses Outcomes **k - q** above and will be a separate offering planned for Fall 2021 - June 2022.)

If your municipality is interested in participating in the program, please complete the attached Expression of Interest form and return it to dfoster@aimnetwork.ca before January 25, 2021 or contact **Daisy Foster** at (902) 412-3328 or by email to dfoster@aimnetwork.ca.

WORKSHOP TOPICS AND DATES

WORKSHOP	SERIES A	SERIES B
1. Levels of Service Part 1	February 19, 2021	February 24, 2021
2. Levels of Service Part 2	March 19, 2021	March 24, 2021
3. Climate Adaptation in Asset Management	April 16, 2021	April 28, 2021
4. Climate Mitigation in Asset Management	May 21, 2021	May 26, 2021
5. Prioritizing by Risk	June 4, 2021	June 11, 2021

OUR APPROACH

Participating municipalities will learn and 'do' asset management using their own data and information. Qualified facilitators will lead the workshops. See Page 2 for a description of each workshop and deliverables.

Worksheets and templates will be provided for all activities. The activities completed through each workshop are designed to align with the Province of New Brunswick expected outcomes.

A municipality is encouraged to include multiple participants in each workshop to ensure learning and participation takes place across the organization.

A municipality may register for any of or all 5 workshops. **(Note: Municipalities participating in the full Program will benefit from up to 10 hours of additional technical support at no additional cost as well as continuity, consistency and integration within their AM program activities.)** Capacity for each workshop will be limited with priority given to those registering for the complete program.

REGISTRATION FEE / MUNICIPALITY:

TOTAL PROGRAM: \$1,900 + HST **PER WORKSHOP: \$395 + HST**

- Unlimited participants per municipality
- Workshop materials, templates, and tools.
- For municipalities participating in all 5 workshops: Individual municipality technical support following workshops to assist with completing workshop activities (up to 2 hrs. per w/s).

(Note: Municipalities may use their Gas Tax Funds for this Program.)

WHAT WILL YOUR MUNICIPALITY LEARN AND DO THROUGH MODULE 1?

Policy, Services, Climate Change and Risk (Current Offering: February – June 2021)

Workshop 1: Levels of Service Part 1

Review/update AM Policy; Align Organizational Guidance Objectives to Asset Management and Budgeting; Document services provided with a direct link between service and key infrastructure/assets.

Deliverables: Each municipality will produce:

- A new or updated AM Policy for your municipality
- A flow chart linking processes within your municipality from Asset Management Policy through to budgeting.
- A list of services currently provided by your municipality linked to the infrastructure relied on to provide each service.

Workshop 2: Levels of Service Part 2

Review and refine performance measures for all services provided by your municipality; Define acceptable level of service for each service your municipality provides; Identify gaps in service levels; Integrate Climate change considerations as sustainability gaps with timeframes and life cycle costs; Summarize and prioritize service gaps.

Deliverables - Each municipality will produce:

- Level of Service report with defined performance measures and indicators, target levels of service and gaps, action plan to address current and future gaps.

Workshop 3: Integrating Climate Adaptation

Assess services and infrastructure for climate vulnerability; Prioritize and document adaptation options using risk, level of service, cost of doing nothing and adaptation cost using a climate adaptation worksheet.

Deliverables - Each municipality will provide a summary of:

- Climate change effects and impacts.
- At-risk services and infrastructure.
- Prioritized list of adaptation projects.

Workshop 4: Integrating Climate Mitigation

Outline benefits of reducing GHG emissions; Identify current direct GHG emission sources; Identify reduction targets and opportunities; Prioritize mitigation opportunities.

Deliverables - Each municipality will produce a summary of:

- Mitigation targets and opportunities
- Action plan for implementing mitigation activities

Workshop 5: Risk and Prioritization

Understanding risk; Risk assessment process; Impacts of probability and consequence of failure (PoF and CoF) on asset management; Incorporating risk into capital decisions; Case studies on risk impacts on planning and budgeting

Deliverables - Each municipality will develop:

- Consequence of Failure assessment matrix
- Risk tolerance profile and policy statement
- Documented risk evaluation process