

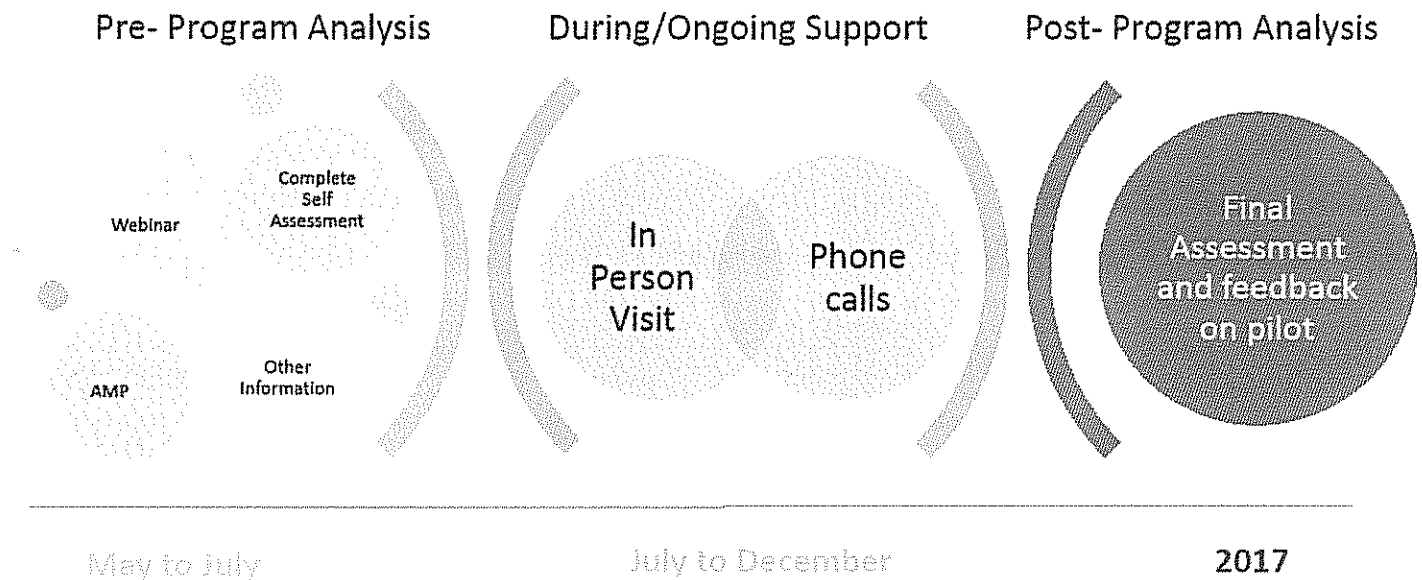
Asset Management Help Has Arrived!!!!!!

Congratulations!!! Your municipality is now part of the MFOA AMP It Up Program A.

What Can I Expect?

Your municipality will receive one-on-one assistance with your AMP's including an in person visit. The program will be delivered in three stages as outlined below.

Overview of AMP It Up



Details of Program A and Program B are included in the attached document.

MFOA is hiring a Project Manager and expert consultants to advise and support you in your AMP journey through the rest of the year.

Your expert consultant will review all the information that you have provided/completed including your initial application form, self-assessment and existing AMP.

Your expert consultants will then also complete the SAT and prepare an initial assessment. Your expert consultant will then contact you to discuss your AMP needs. Based on your input, they will prepare and send you a draft action plan. The AMP pre-assessment and action plan form the basis for the in person visit but your expert consultant will provide you an agenda closer to the date.

In 2017, you will be asked to complete the self assessment again so that we can measure your progress as well as the success of the pilot project.

Contact Information?

The Program Manager is Donna Herridge who you can contact at donna@mfoa.on.ca. Donna has over 20 years of municipal finance experience with the City of Mississauga and she is a former MFOA President. She taught the MFOA/Ontario Good Roads Associated (OGRA) AMP when the province announced the initial roll out and she currently teaches the finance module at OGRA – Road School.

You may also contact Dan Cowin at Dan@mfoa.on.ca or Calvin Barrett at Calvin@mfoa.on.ca.

ASSET MANAGEMENT ASSISTANCE AND GROUP TRAINING PROGRAM

PROGRAM GUIDELINES

Application Due Date: February 29, 2016

In collaboration with the Ministry of Municipal Affairs and Housing, MFOA is engaging experts to help municipalities develop increased capacity and improve their asset management plans (AMP). These experts have vast experience in the finance and engineering sectors, and together with the MFOA and MMAH will provide guidance to municipalities looking for assistance.

1. Programs:

Program A: One-on-One AMP Expert Assistance (maximum 10 municipalities)

- Selected municipalities will receive expert one-on-one assistance with their AMPs.
- Timeline: Program A will run from April to December, 2016.

Program B: Customized AMP Group Training (maximum 70 municipalities)

- Selected municipalities will receive customized AMP group training through webinars
- Timeline: Program B will run from April to December, 2016.

On the Application Form, a municipality can indicate a preference for Program A or Program B or to be considered for either program.

2. Target Municipalities

The municipalities selected for Program A or B will:

- Be regionally diverse (north, south, east, west);
- Have both rural and urban representation;
- Have a population of 10,000 or less;
- Have a broad asset base (roads, bridges, water/wastewater, buildings);
- Have an existing asset management plan;
- Be prepared to undertake the work required to refine their existing plan within the given timelines;
- Be prepared to commit resources to obtain the data needed to refine and improve their plans within the given timelines (e.g. condition ratings for assets if these are lacking); and
- Agree to participate in the evaluation process established to determine the success of the program.

3. Purpose

The programs will enable municipalities to understand the asset management plan they have and to obtain advice and guidance specific to their situation. They will learn how to refine, improve, maintain and manage that plan. To achieve this, MFOA and the consultants will:

- Assess the municipality's current AMP;
- Determine the level of staff involvement and comfort with the AMP;
- Identify gaps in the existing plan;
- Develop a "next steps" work plan that the municipality can manage given its resources; and
- Provide limited access to our experts by the municipalities to resolve issues encountered as the municipalities move through the work plan. This access will be provided either on site or online, depending on the Program selected.

4. Cost to participate

There will be no cost to the municipality to participate in the program. A municipality will not be compensating the experts who will be assessing their plans and helping them to construct a work plan to advance their AMP.

However, there may be costs to the municipality to actually undertake the work plan that could include staff resources and, possibly, consulting services (e.g. engineering services for condition assessments).

A municipality will be selected based on the completed Application Form and to achieve the diversity and balance as described above.

5. Next steps

Completed Application Forms will be received until the end of day February 29, 2016.

MFOA and MMAH will review the Application Forms during March and participating municipalities will be selected and advised of their successful application for a start date in April.

Program A and Program B are expected to commence in April 2016 and be completed by December 2016.

If you have questions, please contact Calvin Barrett, Manager of Accounting and Corporate Services, MFOA at calvin@mfoa.on.ca or 416-362-9001 Ext 229.