

Town of Carbonear
Special Council Meeting, July 13, 2022
Minutes of a special meeting of the Council of the Town of Carbonear
held by Zoom, July 13, 2022 at 9:30 am

Members Present:	Mayor Deputy Mayor Councillors	Frank Butt Sam Slade Danielle Doyle Ray Noel Malcolm Seymour Peter Snow
Members Absent:	Councillor	Chris O'Grady
Also Present:	CAO Town Clerk/CFO Director of Operations & Public Works EDTO	Cynthia Davis Cathy Somers Ian Farrell Kerri Abbott

Special Meeting of Council was called by Mayor Butt.
Mayor Butt called the meeting to order at 9:30 am.

1. Application for Funding under the FCM Municipal Asset Management Program Funding

CAO noted that the funding is on an 80/20 basis with FCM funding up to \$50,000. The Town has to contribute \$10,000. There will be other contributions in kind as staff will be part of this as well so we can include staff wages and expenses as in-kind but those funds are not eligible for funding. All managers will be part of this process. The plan is to use the \$50,000 to hire a consultant to assist with the process and an additional software module for GIS information. If successful, the consultant and the software up to \$50,000 will be funded through this program. Upon completion of this project, we hope to be well along the asset management readiness scale. This will be an ongoing process to input new data regularly and to input information on condition of assets to be able to utilize this data. Staff training will also be required but the town allocates professional development funds in its operational budget. This will also be a requirement of future Gas Tax Funding. Upon completion, Council will have the data to make decisions on projects they are considering and it will make the process more analytical. The deadline for the application is July 14.

CAO read the motion that is required to apply for the funding.

Motion 22-205

S. Slade / M. Seymour

Be it resolved that the Carbonear Town Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Development of an Asset Management Plan, Data Collection and Inventory of Assets;

Be it therefore resolved that the Town of Carbonear commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

- *Development of an AM Plan*
- *Data collection of remaining assets*
- *Inventory of existing assets and upload the information to PSD Citywide Tangible Capital Asset software*

Be it further resolved that the Town of Carbonear commits \$10,000 cash and \$42,000 in kind from its budget towards the costs of this initiative.

Favour 6; Opposed 0; **Carried**

Councillor Doyle inquired as to how long it will take for this project to conclude. CAO noted this is an ongoing process. Several years ago with the changes to the Public Sector Auditing guidelines, the Town had to start depreciating their assets. All equipment is on our system and all new projects are being added as they are completed. Other information on our previous projects is in the system, but further details are required.

If we are successful in obtaining funding, then we will hire a consultant. The Director of Operations and Public Works is continuing to collect data as we go and this will be an ongoing process. This provides for sustainability.


3. Adjournment

Motion-22-206

S. Slade / P. Snow

Resolved that the meeting adjourn at 9:43 am.

Favour 6; Opposed 0; **Carried**



Mayor Frank Butt



Cathy Somers, Town Clerk

Resolution of Council – FCM Municipal Asset Management Program Funding

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