

## **FIRST (1<sup>ST</sup>) QUARTERLY REPORT January, February & March 2023 ASSET MANAGEMENT**

### **Ongoing Information Collection for buildings & Other Assets**

- Collection of Asset information and data for future inclusion in a future asset database
- Research and assemble of existing data records from other departments and updating asset register/inventory,
- Pictures, and Historical costs,
- TCA information, TCA ID, etc.,
- Reconciliation of TCA and Asset information.
- M.D. Road network reviewing, editing and updating in GIS.
- Planning for visiting buildings/facilities having service life over 38 years along with personnel from Infrastructure services,
- Planning to visit M.D. campgrounds and collect information for assets such as sheds, camp sites, boat launch along with personnel from the Parks, Recreation and Culture.

### **Maps, Forms, and Miscellaneous Tasks**

- Began work on “Ownership Map 2023” from MuniSight,
- On-going support of departments using 123 Survey.
- On-going support of departments geographic and mapping needs.
- Completed M.D. Recreation Web Experience project.
- Continued working with Emergency Management on their geographic and mapping needs.

### **Asset Management Projects**

- 2022 Asset Management Initiative Project finalization Workshops for GMs & Managers
  - February 22 at Administration Building, and
  - February 23 at T & U Boardroom.
- Presentation to the Council on March 28, 2023, for adoption. The Council adopted by votes of 7-0.

### **Business Plan**

- Business Plan workshop was conducted on March 22 by Susan Walker as Facilitator.
- One Staff performed as Business Plan Facilitator and conducted following Business Planning Sessions:
  - March 07 – Transportation Business Plan help at C2.
  - March 23 – Seniors Leadership Team – Business Plan held at Admin Building.

### **Term of Reference drafted for**

- Asset Management Steering Committee, and
- Asset Management Working Group

### **Infrastructure Status Reports**

1. Buildings/Facilities Status Report
  - Draft presented to Senior Leadership Team on February 28,
  - RFD prepared for Council presentation on April 11, 2023.

2. Provided support “Bridges Status Report” and attended presentation:
  - Senior Leadership Team on February 23, 2023, and
  - The Council on March 14, 2023.

### **Asset Management Workshops/Trainings (Cross Department)**

1. Attended RMA Intermediate Asset Management Cohort Workshop (Infrastructure Services, Finance & Asset management Team)
  - January 11 at Athabasca,
  - March 16 & 17 at Sherwood Park.,
  - Working along with Utilities and Parks Department for preparing and developing “Level of Services” for
    - Drinking Water, and
    - Campgrounds.
2. Attended RMA Small Group Learning Communities:
  - February 7 at Red Deer (IT and Asset Management Team)
  - Software, Collaboration and Asset Management.
3. Attended IAMA Workshop:
  - February 8, at Red Deer (IT and Asset Management Team).

### **Future Asset Management Workshops/Trainings**

- RMA Intermediate Asset Management Cohort Workshops: April-May Virtual Meeting.
- RMA Small Group Learning Communities: Jun & Oct 2023.
- IAMA Workshops: June, and Oct 2023.