

Sample –Resolution

Instructions

In order to be eligible for Municipal Asset Management Program funding you will need to have a resolution drafted and adopted by your council, band council, or board of directors. When submitting your application to FCM, please include proof that the resolution was adopted by submitting *one* of the following:

- a formal copy of the resolution (on letterhead with a seal or signature and date);
- a signed and dated copy of the minutes at which the motion was adopted (including the text of the resolution); or
- a signed and dated copy of the text of the resolution, with confirmation from the applicant that the text is identical to that adopted by council.

Council Resolution Requirements

If you choose to draft your own resolution, it must include the following points:

- Acknowledgement that staff is submitting the application;
- Commitment to undertake the activities proposed in the application to FCM, should the application be approved;
- Declaration of your municipality's financial contribution (unless you have secured alternate sources of funding to cover 100% of total project costs); and
- Signature or official seal, resolution number, date passed, and confirmation that the resolution passed.

Sample Council Resolution Text

Be it resolved that <Council / Band Council / Board> directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for <Project Title>.

Be it therefore resolved that the <Municipality / Organization> 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:

- <Activity 1>
- <Activity 2>, and
- <Activity 3>.

Be it further resolved that the <Municipality / Organization> commits \$XXXX from its budget toward the costs of this initiative.

Workplan and Budget - MAMP Funding Offer							Instructions
Lead applicant:	The Corporation of The Town of Fort Frances						This is the legal name of your organization.
Project title:	2018 Asset Condition Investigation						This is the title describing your project in 10 words or less.
Activity		Start date	End date	Eligible cost (\$)	Ineligible cost (\$)	Total cost (\$)	
Activity 1: Zoom Camera		01/06/2018	01/08/2018				
Storm Sewer network Inspection - Phase 1				\$31,000	\$0	\$31,000	
[Add task description here]				\$0	\$0	\$0	
[Add task description here]				\$0	\$0	\$0	
[Add task description here]				\$0	\$0	\$0	
[Add task description here]				\$0	\$0	\$0	
Activity 1 Subtotals				\$31,000	\$0	\$31,000	
Notes: Activities should match those in Section C of the Application Form. Project timeline may not exceed 11 months.							
We are looking to undertake a phase 1 zoom camera inspection program of our storm sewer network. We currently operate under a 10 year cycle for CCTV inspection of our sanitary sewer network and are starting a similar system for our storm sewer network. Upon grant approval we will finalize our map of mains to be evaluated and obtain quotes from those who provide this service.							
Activity 2: Facility Asset Capture and Identification		01/06/2018	01/10/2018				
Capture and labelling of Facility Assets into database				\$800	\$0	\$800	
Data Capture Tablet				\$1,400	\$0	\$1,400	
[Add task description here]				\$0	\$0	\$0	
[Add task description here]				\$0	\$0	\$0	
[Add task description here]				\$0	\$0	\$0	
Activity 2 Subtotals				\$2,200	\$0	\$2,200	
We are gathering the asset information from all of our facilities for all capital assets. To make this task easier now and in the future we are looking to purchase a tablet computer to assist us. In addition we have been working with our asset management software vendor to look into the ability to barcode label the assets and be able to mobility gather the information on the assets for future condition assessments and updates.							
Activity 3: (please insert name of activity)		mm/yyyy	mm/yyyy				
[Add task description here]				\$0	\$0	\$0	
[Add task description here]				\$0	\$0	\$0	
[Add task description here]				\$0	\$0	\$0	
[Add task description here]				\$0	\$0	\$0	
[Add task description here]				\$0	\$0	\$0	
Activity 3 Subtotals		Total costs		\$33,200	\$0	\$33,200	
				Total eligible costs		\$33,200	
NB: Click on the Calculate Budget button to round off all figures to the nearest \$100.							
Calculate Budget							
Contingency costs: Have you included room for contingencies in some or all of your task costs? Please explain.							
[Add explanation about contingency here.]							
Other Notes:							
[Add any other relevant details about your workplan and budget here.]							
With the phase 1 approach to the zoom camera works, we have the ability to defer sections of sewer to next year should costs come in high or we find priority areas. With asset capture materials, we have obtained quotations already for these materials and are ready to purchase upon grant approval.							