

Municipality Of Chatham-Kent
Community Human Services
Housing Services

To: Mayor and Members of Council

From: Ray Harper
Director, Housing Services (Intern)

Date: January 28, 2020

Subject: Consulting Services for Review and Update of AssetPlanner database for the Municipality by Housing Services Corporation (HSC)

Recommendation

It is recommended that:

1. Funding for consulting services for review and updating of AssetPlanner data at a total one-time cost of \$14,339 to be funded from the Social Housing Operating Reserve.

Background

Ameresco's AssetPlanner software is used to identify and prioritize capital renewal needs, develop capital plans, demonstrate the funding requirements, and measure the impact of capital investments. AssetPlanner can also be utilized to calculate and report on the Facility Condition Index (FCI) of Chatham-Kent's Social Housing Portfolio.

Confidence in the data that resides in AssetPlanner is critical to ensuring:

- The funding requirements of the social housing portfolio can be reviewed in parallel with other priorities;
- The annual capital planning process appropriately allocates the limited funding to projects with the highest need.

The Procurement By-law #03-2016 was adopted by Council on January 11, 2016. The Procurement By-law Section 36 – Administrative Approval allows for the direct appointment of professional services (consultants, architects etc.) up to \$75,000 based on the following approval structure:

Level	How Procured	Approval	
\$0 - \$75,000	Direct Appointment	Specialty Projects Up to \$50,000	EMT
\$0 - \$75,000	Direct Appointment	Specialty Projects Up to \$75,000	CAO
\$0 - \$75,000	Direct Appointment	Infrastructure Projects	EMT

If the funding of these consulting services is approved, approval of the purchase will be considered by the General Manager, Community Human Services in accordance with the Procurement Bylaw.

Comments

HSC utilizes Ameresco’s Data Development process to capture and maintain capital renewal needs for the buildings within AssetPlanner. Further, a number of the Service Managers across the Province are already subscribers to the AssetPlanner software by Ameresco vis-à-vis Housing Services Corporation. As a Housing Collaborative Initiative (HCI) member, there is a commitment to ensure that the data entered into AssetPlanner will be accurate, current and complete. HSC staff are well versed in using the software and ensuring the information uploaded to the database is correct. The Housing Services team does not have the staff resources in place to complete this initiative.

The Director of Housing Services discussed with HSC the resources required to update the database in AssetPlanner.

Scope of work for the services to be performed:

Part A - Review and Update of Municipality Operated Housing Stock Capital Data Information

Part B – Review and Update of Non-Profit/Co-operative Housing Provider Capital Data Information.

Part C – AssetPlanner Training of Non-Profit/Co-operative Housing Providers.

Areas of Strategic Focus and Critical Success Factors

The recommendations in this report support the following areas of strategic focus:

Economic Prosperity:

Chatham-Kent is an innovative and thriving community with a diversified economy

A Healthy and Safe Community:

Chatham-Kent is a healthy and safe community with sustainable population growth

People and Culture:

Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community

Environmental Sustainability:

Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources

The recommendations in this report support the following critical success factors:

Financial Sustainability:

The Corporation of the Municipality of Chatham-Kent is financially sustainable

Open, Transparent and Effective Governance:

The Corporation of the Municipality of Chatham-Kent is open, transparent and effectively governed with efficient and bold, visionary leadership

Has the potential to support all areas of strategic focus & critical success factors

Neutral issues (does not support negatively or positively)

Consultation

There was no consultation required in producing this report.

Financial Implications

The project is being funded from the Social Housing Operating Reserve, which has a current balance of \$4,678,901. This proposal will save Chatham-Kent budget dollars, and staff resources as this HSC staff person fulfilling this role will not be a municipal employee, instead services is being contracted from HSC, and they are the sole employer.

Prepared by:

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Reviewed by:

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Community Human Services

Attachment: None

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