



To: Mayor and Council
Submitted by: Michael Beal, Director of Financial Services
Date: February 19, 2026
Subject: Asset Management Plan

PROPOSAL

To authorize the hiring of PSD Citywide to perform the first Asset Management Plan for Tantramar using end of fiscal year 2025 data and to be completed in time for budget 2027 discussions.

BACKGROUND

Asset Management Plans are a requirement in order to obtain some Provincial and Federal Funding including the CCBF funding. As well it is good planning practice to have a recent and up to date Asset Management Plan to assist in long term capital planning.

DISCUSSION

- Both Sackville and Dorchester had Asset Management Plans under the former local government
 - o Sackville's Asset Management Plan was completed in 2018 by PSD Citywide and was scheduled for update in 2022 but due to amalgamation this was not done.
 - o Dorchester's Asset Management Plan was completed in 2018 by Crandall Engineering and would also have been scheduled for an update in 2022.
 - o When amalgamation took place, 2023 and 2024 were spent creating accounting systems, updating assets and bringing everything back in order. Now that we are near the completion of the 2025 Audit and we will have 3 years of Capital Asset data for Tantramar to provide in the creation of an Asset Management Plan; we are now ready to proceed with Tantramar's first AMP.
 - o Over the years for Sackville PSD Citywide was chosen as the selected Vendor to provide our asset planning software. PSD Citywide has provided the following:
 - Asset Management Software (Sackville)
 - Work Order System Software
 - Sackville AMP in 2018
 - o The above items were previously funded through FCM at 80% in the past, this funding is no longer available so we will need to do this without external funding.
 - o In 2018 the cost of Sackville's AMP with PSD Citywide was \$34,000 (total project was \$60,000 which included other items) and Dorchester's with Englobe was \$62,500.
 - o PSD Citywide hosts our data, has all our information and has done previous AMP for us and has provided a price of \$43,200 plus HST to perform the Asset Management Plan. They have committed to starting this in March and completing it in August/September in time for our 2027 budget planning.
 - o PSD City wide's specialty is Asset Management Software and plans.

- Future updates will be done every three to five years.

INTERDEPARTMENTAL CONSULTATION

CAO

LEGISLATION/POLICY

[Local Governance Act](#)

[By-Law No.2024-08 A By-Law to Regulate Purchasing, Leasing, Tendering and Disposal of Surplus property.](#)

FINANCIAL CONSIDERATIONS

\$43,200 plus HST has been budgeted within the 2026 budget.

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

N/A

TANTRAMAR 2025-2028 STRATEGIC PLAN

This aligns with our *Planning for the Built and Natural environment* pillar from Tantrammar’s [2025-2028 Strategic Plan](#).

COMMUNITY IMPACT

Allows for better planning on how much we will need to set aside annually for future capital programming.

CLIMATE CHANGE IMPLICATIONS

None

CLIMATE LENS

Climate Lens	Towards	Away	No change
Emissions reduction			x
Stormwater management			x
Thriving natural assets			x
Sustainable processes			x
Climate change adaptation			x
Climate leadership			x

OPTIONS

- a) Hire PSD Citywide to perform Tantrammar Asset Management plan at a cost of \$43,200 plus HST.
- b) Don’t hire PSD Citywide. This would result in no Asset Management Plan for Tantrammar

RECOMMENDATION

Staff Recommends that the motions be approved to hire PSD Citywide to perform the Tantrammar Asset Management Plan in 2026 at a cost of \$43,200 plus HST.

ATTACHMENTS

PSD Citywide Proposal



Project Charter

2026 Asset Management Plan

Municipality of Tantramar

Submitted by: Jay Detor

PSD Citywide Inc.

148 Fullarton Street, 9th Floor

London, ON, N6A 5P3

Contact List

Municipality of Tantramar (“Client”)

Name	Title	Telephone	E-Mail
Micheal Beal	Treasurer	506-364-4930	m.beal@tantramarnb.com

PSD Citywide Inc. (“PSD Citywide”)

Name	Title	Telephone	E-Mail
Jay Detlor	Senior Account Manager	[REDACTED]	jdetlor@psdcitywide.com
Justin Scapinello	Regional Manager	[REDACTED]	jscapinello@psdcitywide.com
Dana Ossman	Client Success Operations	[REDACTED]	dossman@psdcitywide.com
Chris Vanderheyden	Director, Asset Management Advisory	[REDACTED]	cvanderheyden@psdcitywide.com

Charter Terms

This Charter, including all pricing and outlined terms, is valid for 60 days. After this date, the terms and pricing outlined within may be subject to revision or withdrawal. We encourage timely review and communication to ensure alignment with the current Charter details.

Charter Date: Feb 17th, 2026

Version: 2.0

Project Deliverables

This document contains a high-level project plan for the municipality for the purpose of developing and delivering an Asset Management Plan. The proposed schedule, requirements and scope presented in this document are to be refined and updated as client requirements, business and operational goals, and constraints are gathered throughout the project. The Asset Management Plan (AMP) will be composed with the following components at a minimum:

- Executive Summary
- Introduction
- State of Local Infrastructure
- Asset Management Strategy
- Levels of Service
- Financial Strategy

Asset Management Plan

The asset management plan will become a document that officials, staff, and residents can use to guide their decision-making and develop an educated perspective on managing a municipality's assets. There are 4 key sections in the asset management plan:

The following tables identify the content that will be included in the AMP for each asset category:

Asset Category	Project Requirements			
	State of Infrastructure	AM Strategies Documentation	Levels of Service	Financial Strategies
Road Network	Yes	Yes	Yes	Yes
Bridges & Culverts	Yes	Yes	Yes	Yes
Storm	Yes	Yes	Yes	Yes
Water	Yes	Yes	Yes	Yes
Wastewater	Yes	Yes	Yes	Yes
Facilities	Yes	Yes	Yes	Yes
Land Improvements/Parks	Yes	Yes	Yes	Yes
Machinery & Equipment	Yes	Yes	Yes	Yes
Fleet	Yes	Yes	Yes	Yes

Topic	In Scope	Out of Scope
Inventory Analysis & State of the Infrastructure	<ul style="list-style-type: none"> ✓ Develop customized AMP classification structure (data hierarchy) ✓ Complete a data gap analysis ✓ Review and adjust Useful Lives and Replacement Costs ✓ Inventory duplication review & identification of excluded assets ✓ Upload available assessed condition data (e.g. Road Needs Study) that aligns with current asset inventory structure only ✓ Days of effort and budget will be listed below 	<ul style="list-style-type: none"> × Financial data adjustments (disposals, betterments, cost balancing) × Inventory reconciliation or merging data between two datasets (e.g. TCA vs. GIS) × Create links to GIS dataset × Disaggregate pooled inventory data × Complete on-site condition assessments
AM Strategies (Lifecycle)	<ul style="list-style-type: none"> ✓ Document current lifecycle and condition assessment strategies (all assets) 	<ul style="list-style-type: none"> × Identify optimal lifecycle strategies or make recommendations on best practices × Create lifecycle model(s) for any assets
AM Strategies (Risk)	<ul style="list-style-type: none"> ✓ Basic risk models developed for all asset categories (1-2 Consequence of Failure Metrics; 1-2 Probability of Failure Metrics) based on available data ✓ Development of risk matrices 	<ul style="list-style-type: none"> × Development of risk mitigation strategies
AM Strategies (Growth)	<ul style="list-style-type: none"> ✓ Identification of growth assumptions based on the best available data 	<ul style="list-style-type: none"> × Growth forecasting
Levels of Service	<ul style="list-style-type: none"> ✓ Identification of current level of service ✓ Selection of key performance measures per asset category 	<ul style="list-style-type: none"> × Review of historical data and/or trend analysis × Identification of proposed level of service
Financial Strategy	<ul style="list-style-type: none"> ✓ Review of historical approach to capital funding allocation and debt financing ✓ Development of phased-in financial strategy to meet capital lifecycle requirements (5-20 Years) 	<ul style="list-style-type: none"> × Review of operating costs × Integration of growth costs × Development of reserve funding strategy
Draft/Report	<ul style="list-style-type: none"> ✓ 2 draft revision cycles ✓ Final presentation to Council as required 	<ul style="list-style-type: none"> × No further revisions will be granted after the final draft (3rd iteration) has been submitted

Project Scope

The following table identifies the asset categories that will be included within the project scope:

Legend		
✓ = Included	✗ = Not Included	TBD = To be determined

Asset Categories	
Bridges & Culverts	✓
Road Network	✓
Sanitary Network	✓
Stormwater Network	✓
Water Network	✓
Facilities	✓
Land Improvements/Parks	✓
Machinery & Equipment	✓
Vehicles	✓
Information Technology	✓

Project Schedule

The estimated duration of the project will be 6 months and a detailed project schedule and Gantt chart will be supplied after the kick-off meeting and will be reviewed and approved. The duration of the project is dependent on multiple factors including client availability as well as data activities. Note that Client time and resources will be required regularly throughout the project. It is expected that the Client will provide data and additional inputs for each stage as well as review and provide feedback on the deliverable for each stage.

Project Communication

Clear and efficient communication between the Client and PSD is vital to project success. In the kick-off meeting, the main point of contact for PSD and the Client will be decided upon and the Client will be introduced to PSD's Project Management Tool, Kantata, in which clients can have access to view the progress of the project. All high-level client communications, including project progress updates, scheduling future meetings/workshops and sending of data should be done between these individuals unless stated otherwise throughout the project. In addition, every two weeks starting with the kick-off meeting, the PSD Project Manager will provide a project status update that includes progress of tasks completed to date and the timelines and milestones of activities moving forward. Alternatively, the client can check project progress, statuses, and updates through Kantata.

PSD Citywide project management effort is influenced by the duration of the project. Deviations from the project duration proposed may result in additional costs.

Project Change Management and Client Responsibilities

1. Client Responsibilities and Adherence to Schedule

The Client is required to prioritize scheduled meetings and tasks as detailed in the project plan. Delays in attending these meetings or completing assigned tasks may lead to adjustments in the project timeline and potential additional costs.

2. Adjustments Due to Requirement Changes

If the Client's detailed requirements significantly deviate from the initial assumptions made during project planning and proposal, PSD Citywide may need to revise the project scope and pricing. Any additional work required will need Client approval and may lead to extended project timelines and additional fees.

3. Data Quality Assumptions

The project assumes that the Client will provide data that is complete, consistent, and formatted according to mutually agreed-upon standards. Should significant data quality issues arise—such as missing critical information, data format discrepancies, or inconsistencies that impede processing—PSD Citywide will provide an estimate for the additional work required to remediate these issues. This may also necessitate adjustments to the project timeline and budget.

4. Change Order Process

For any changes in project scope, requirements, data issues, or significant schedule delays, a formal change order will be issued. The Client must approve this change order before any additional work begins. The change order will detail:

- Additional work required.
- A revised timeline and resource allocation.
- An updated cost estimate for the additional services.

Project Budget Breakdown

Professional Services	
Service	Amount
2025 Asset Management Plan	\$43,200.00
Total Professional Services	\$43,200.00

General Terms and Conditions

- Consulting rates are as follows:
 - \$1,800 / day or \$225.00 / hour – A Day includes 8 hours of services.
 - Requests for additional consulting services may be made via e-mail or purchase order from an authorized representative of the Client. This will serve as authorization to perform and invoice the service.
 - Consulting rates are valid for the term of this agreement only.
- During the provision of the implementation services and for 1 year afterward, customers shall not hire PSD employees or subcontractors involved in the delivery of the services.
- PSD Citywide Inc. warrants that the professional services shall be performed by its employees or subcontractors in a manner conforming to generally accepted industry standards and practices. No other warranties, expressed or implied, are made with respect to the services or goods to be supplied by PSD Citywide Inc. hereunder, including, without limitation, any implied warranty of merchantability or fitness for a particular purpose.
- The liability of either party to the other or to any third party for any claim of any kind arising out of this Purchase Agreement is limited to monetary damages, and the aggregate amount of such liability for all claims of any kind relating to any product or service is limited to the fees paid to PSD Citywide Inc. under this Agreement for the product or service which gave rise to the claim. Under no circumstances shall PSD Citywide Inc. be liable to customer or any third party for indirect, incidental, special or consequential damages, or damages for loss of profits, revenue, data or use, even if PSD Citywide Inc. has been advised of the possibility of such damages.

Terms of Payment

- The project will be invoiced in 6 equal monthly amounts of **\$7,200.00** with the first invoice delivered upon project initiation and the final invoice being issued once a draft document for the Asset Management Plan has been delivered.
- All amounts quoted are in CDN dollars and will be invoiced as such. The Client shall be responsible for paying any applicable taxes.
- PSD expenses including mileage, accommodation, meals, and ground transportation are extra where applicable and will be billed at cost.
- Taxes are extra where applicable (GST, PST, HST).
- The Client shall pay invoices within 30 days of receipt of the invoice. Any amounts unpaid after the due date shall be subject to a late charge of 2% per month.
- The Client shall direct all PO information or invoice inquiries to finance@psdcitywide.com

Authorization

This contract shall be deemed to have come into force when executed by representatives authorized to bind the respective corporations: Municipality of Tantramar and PSD Citywide Inc.

Terms and Assumptions Accepted Between:

Municipality of Tantramar

31C Main Street

Sackville, New Brunswick, E4L-1G6

PSD Citywide Inc.

148 Fullarton Street, 9th Floor.

London, Ontario, N6A 5P3

By: _____

(Print Name)

(Signature)

(Date)

By: _____

(Print Name)

(Signature)

(Date)

By: _____

(Print Name)

(Signature)

(Date)

Additional Information Required to be Completed by Customer

Does your organization require a purchase order (PO) before issuing payment?

No

Yes - The PO# for this order is: _____

All PSD Citywide Invoices be Directed to:

Accounts Payable Contact: _____

Telephone: _____

Email Address: _____

Billing Address: _____