

**TO:** CHAIR AND MEMBERS  
FINANCIAL MANAGEMENT COMMITTEE

**DATE:** 2015 October 8

**FROM:** DEPUTY CITY MANAGER

**FILE:** 7400-30

**SUBJECT:** ASSET MANAGEMENT PLAN – MAJOR CIVIC BUILDING

**PURPOSE:** To obtain approval to develop a comprehensive Civic Building Asset Management Plan.

---

**RECOMMENDATIONS:**

1. **THAT** the Financial Management Committee recommend Council authorize staff to develop a comprehensive Asset Management Plan for major civic buildings and approve funding of \$40,000 from the Stabilization Fund for the project; and
2. **THAT** the Financial Management Committee recommend Council authorize staff to apply for an Asset Management Planning Program Grant of up to \$10,000 from the Ministry of Community, Sport and Cultural Development for the project.

**REPORT****1.0 BACKGROUND**

Approximately two years ago, the City established an inter-department staff working committee to develop management practices and processes for City assets (engineering infrastructures, buildings, technology equipment, vehicles, parks/sports fields, etc.) Since that time, the working committee has initiated and successfully completed three pilot asset management plans – Sewer Infrastructure, IT Infrastructure and Sports Fields. In addition, an asset management plan for Fire equipment and vehicles is substantially complete and will be presented to Council in the near future for discussion purposes.

In June, 2015, staff held a workshop with Council which presented the general principles and a work plan on the management of City assets and the initial results of the three pilot asset management plans. In March 2015, Council approved funding for the development of an asset management plan for the water infrastructure and a \$10,000 grant was provided to the City through the Ministry of Community, Sport and Cultural Development. Preparatory work has commenced for the water infrastructure asset management plan with expected completion of the work by 2016 May 30.

To: Chair and Members Financial Management Committee  
From: Deputy City Manager  
Re: Asset Management Plan – Major Civic Building  
2015 October 8.....Page 2

## 2.0 DISCUSSION

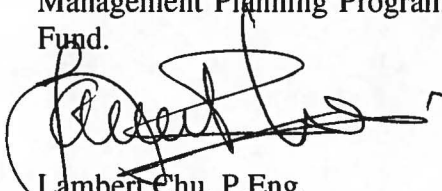
Recently completed asset management plans for sewers, IT and sports fields provide an excellent template for future asset management work and establish a solid foundation for future capital work planning, demand management, budgeting and prioritization. In addition to the engineering, parks and information technology infrastructure described above, the City has over 40 major civic facilities that provide a wide range of public service. These facilities have a significant role in maintaining business continuity in the community and in providing essential services during emergency situations. Although management plans have been developed for selected buildings over the years, the addition of new facilities in recent years highlights the need to develop a comprehensive asset management plan for all major civic facilities.

To establish a more holistic and service based management plan for the major civic facilities, it is recommended that Council authorize staff to proceed with the development of an asset management plan for these facilities and approve an allocation of \$40,000 from Stabilization Fund to finance the project.

## 3.0 CONCLUSION

Results of the recently completed asset management plans are being used by staff for capital program planning and budgeting. The City is now at a stage where it is ready to initiate the next phase of asset planning for major civic facilities. It is recommended that Council authorize the allocation of \$40,000 from the Stabilization Fund to finance this project. Recent announcement by UBCM indicated that matching grants of up to \$10,000 are available to advance a local government's asset management planning or practices.

Subject to Council approval of the above, staff would prepare a grant application for the project. Applications are due by 2015 November 13. All funded activities are to take place within a year of approved funding with completion no later than 2017 January 31. Should the Provincial Asset Management Planning Program Grant be approved, \$10,000 will be repaid to the Stabilization Fund.



Lambert Chu, P.Eng.  
DEPUTY CITY MANAGER

LSC:NK/ml

cc: City Manager  
Director Engineering  
Director Finance  
Assistant Director Engineering – Facilities Management