

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2021 Aug 31

FROM: CHRIS BOWCOCK - FIRE CHIEF

SUBJECT: **ASSET MANAGEMENT PLAN - BURNABY FIRE DEPARTMENT**

PURPOSE: To obtain Council approval and grant resolution to update and enhance the Burnaby Fire Department Asset Management Plan

RECOMMENDATION

1. **THAT** the Financial Management Committee recommend Council authorize staff to update the Burnaby Fire Department Asset Management Plan and approve funding of \$20,000 from the Stabilization Reserve 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 \$15,000 from the Ministry of Municipal Affairs for the project.

REPORT

1.0 INTRODUCTION

The City's Asset Management Policy was adopted by Council in early 2014 and reflects an integrated business approach to asset management. Through this plan the City focuses on providing sustainable quality public services; optimizing asset value while minimizing life cycle cost and establishing and maintaining an integrated collaborative approach for all asset management practices and business processes.

2.0 POLICY SECTION

Goal

- A Thriving Organization
 - Financial viability –
Maintain a financially sustainable City for the provision, renewal and enhancement of City services, facilities and assets

To: Financial Management Committee
From: Fire Chief
Re: ASSET MANAGEMENT PLAN - BURNABY
FIRE DEPARTMENT

2021 Sep 7.....Page 2

3.0 BACKGROUND

In 2016, the Burnaby Fire Department published an asset management plan. In it, an improvement plan identified possible areas where the plan could be expanded or otherwise strengthened. Examples of which included obtaining more accurate condition and performance data for assets, further developing level of service measures, and developing a comprehensive asset risk assessment to assist in facilitating the prioritization of asset replacements and interventions.

In support of the City's Asset Management Policy, funding approval of \$20,000 is requested from the Stabilization Reserve to undertake a project that would involve updating and advancing the Asset Management Plan for the Burnaby Fire Department. Specifically, this project will target improvements to the fire department's risk assessment, planning, and decision-making processes for critical assets. These process improvements will involve leveraging the Fire department analytics software being implemented next year to improve the accuracy of data and to better understand total costs of ownership, maintenance requirements, etc. With respect to risk assessments, a consultant will be brought on to help the City establish strong risk-matrices and strategies for managing critical assets. As the current asset management plan was produced nearly five years ago in 2016, this project will also involve updates to the plan in order to reflect the current condition of fire department assets, levels of service to be provided, and other areas as appropriate.

Upon completion, the finished work will be further used as a template for future Asset Management Plans. If Council is in support of this initiative then staff will also apply for an Asset Management Planning Program Grant of up to \$15,000. The Burnaby Fire Department Asset Management Plan will:

- Demonstrate that the levels of service are being met in the most effective and efficient manner.
- Demonstrate that due regard is being given to the long-term stewardship of the asset base.
- Demonstrate the responsible management of the asset portfolio.
- Communicate and justify funding requirements.
- Show how regulatory compliance will be achieved and growth accommodated while maintaining the asset stock.

The Asset Management Planning Program was created in 2014 through a \$1.5 million grant from the Ministry of Municipal Affairs. The program is to assist local governments in delivering sustainable services by extending and deepening asset management practices within their organizations. The Program is administered through the Union of British Columbia Municipalities (UBCM). Matching grants of up to \$15,000 are available to support activities that advance a local government's asset management planning or

To: Financial Management Committee
From: Fire Chief
Re: ASSET MANAGEMENT PLAN - BURNABY
FIRE DEPARTMENT

2021 Sep 7.....Page 3

practices, and better its integration of asset management planning with long term financial planning.

A Council resolution is required with the application form. Applications are due by 2021 September 24 and applicants will be notified about the status of their application in writing by UBCM. All funded activities are to take place within a year of approved funding and a final report will be due within 30 days of project completion. Grant payments are issued when the approved project is complete and UBCM has received and approved the required final report.

4.0 RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council to authorize staff to update and enhance the Burnaby Fire Department Asset Management Plan and approve funding of \$20,000 from the Stabilization Reserve for this project. Should Council support this initiative staff will apply for the Asset Management Planning Program Grant of up to \$15,000 from the Ministry of Municipal Affairs for the advancement of a Burnaby Fire Department Asset Management Plan.



Chris Bowcock
FIRE CHIEF

Copied to: Chief Administrative Officer
Director Finance
Director Public Safety and Community Services