



# BOARD REPORT

**TO:** Chair and Directors

**File No:** 1075 01

**SUBJECT:** Asset Management Planning Program

**DESCRIPTION:** Report from Darcy Mooney, Manager, Operations Management, dated November 17, 2017. Asset Management Planning Program.

**RECOMMENDATION #1:** THAT: the Board empower the authorized signatories to apply for an Asset Management Planning Program Grant from the Province of BC in the amount of \$14,138 in order to support the development of an Asset Management Resource Plan. The CSRD will provide in-house contributions to support overall grant and project management;

AND THAT: in accordance with Policy No. F-3 "Community Works Fund – Expenditure of Monies" access to the Community Works Fund be approved in the amount of \$40,000 plus applicable taxes for continued advancements in Asset Management Program development from the 10% portion of the All Electoral Areas Community Works Fund allocation.

**RECOMMENDATION #2:** THAT: the Board empower the authorized signatories to enter into an agreement with Opus International Consultants (Canada) to develop an Asset Management Resource Plan for a total cost of \$19,810 plus applicable taxes.

## SHORT SUMMARY:

The CSRD has made continuous improvements with its data capture program into its asset management software tool and in the training of key staff on asset management principles and practices, development of a state of infrastructure report, development of a corporate asset management strategy and framework, level of service analysis for water systems, and the development of a corporate policy which staff intend to present to the Board for ratification early in 2018.

These corporate strategies identify plan implementation details for the CSRD to undertake to build a robust asset management program. Approval of the Asset Management Grant to develop a Resource Plan will enable the CSRD to leverage gas tax funds in a 50/50 cost share to provide in-house and consultant resources (Opus International) to review and compare the plan implementation recommendations with existing resources to identify resource gaps and shortfalls and to recommend options for the CSRD's consideration to address these shortfalls.

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**VOTING:** Unweighted Corporate  LGA Part 14 (Unweighted)  Weighted Corporate  Stakeholder (Weighted)

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## BACKGROUND:

Asset management incorporates planning, finance, engineering and operations to effectively manage new and existing infrastructure that will maximize benefits and reduce risk. An integrated asset management system includes the development of policies, plans, strategies and long term financial plans.

The CSRD manages and operates a wide array of infrastructure assets. These assets include water distribution systems, vehicle and equipment fleets, parks, civic facilities, waste receiving sites, fire halls and other apparatus and corporate buildings. These assets are located throughout the entire CSRD. An asset management system integrates the process of inventory, valuation, use, strategic reviews, reporting and auditing of fixed assets. For strategic, operational and financial reasons, asset management is becoming an increasingly important area of decision making.

**POLICY:**

The creation of an Asset Management Resource Plan meets the criteria under Policy F-3 "Community Works Fund - Expenditure of Monies". Board ratification is required to access the 10% All Electoral Areas Community Works Fund Allocation.

**FINANCIAL:**

In an effort to stabilize the tax requisition, staff is recommending that the 10% All Electoral Area Community Works Fund be accessed to fund this needed initiative.

**KEY ISSUES/CONCEPTS:**

Asset management systems should be integrated into local government processes in order to make informed decisions that will ensure the sustainable delivery of services, both today and into the future.

The Community Works Fund – 10% All Electoral Areas Allocation is a suitable funding source to leverage the development of the Asset Management Resource Plan.

**COMMUNICATIONS:**

If approved, staff will work with its qualified consultant to create the Asset Management Resource Plan.

**DESIRED OUTCOMES:**

The Board approve the expenditure from the 10% All Electoral Areas portion of the Community Works Fund and authorize an associated grant application to support the next phase of the asset management.

**BOARD'S OPTIONS:**

1. *Endorse the Recommendation(s).*
2. *Deny the Recommendation(s).*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

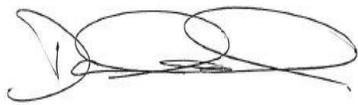
**LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:**



**Report Approval Details**

Document Title:	Asset Management Planning Program Grant.docx
Attachments:	
Final Approval Date:	Nov 20, 2017

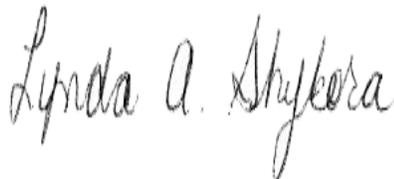
This report and all of its attachments were approved and signed as outlined below:



**Darcy Mooney - Nov 17, 2017 - 4:43 PM**



**Jodi Pierce - Nov 20, 2017 - 6:54 AM**



**Lynda Shykora - Nov 20, 2017 - 10:03 AM**



**Charles Hamilton - Nov 20, 2017 - 11:20 AM**