

# REPORT

## *Engineering Services*

**To:** Mayor Johnstone and Members of Council  
**Date:** August 26, 2024

**From:** Lisa Leblanc  
Director of Engineering Services  
**File:** 05.1035.10  
(EDMS# 2518800)

**Item #:** 2024-468

**Subject:** **Application for Grant Funding to the 2024 UBCM Asset Management Planning Program**

---

---

### **RECOMMENDATION**

**THAT** Council approve the submission of a grant application for the *Implementation and Resource Strategy for further CMMS Integration study* to the Union of British Columbia Municipalities (UBCM) 2024 Asset Management Planning Program.

---

### **PURPOSE**

The purpose of this report is to seek Council support for staff to apply for grant funding for the '*Implementation and Resource Strategy for further CMMS Integration*' study under the UBCM 2024 Asset Management Planning Program.

### **SUMMARY**

The Union of British Columbia Municipalities (UBCM) 2024 Asset Management Planning Program provides an opportunity for the City to seek municipal funding to assist in delivering the 2024/2025 *Implementation and Resource Strategy for further CMMS Integration study*. The total cost of the assessment is estimated at approximately \$60,000.

The current proposal seeks approximately \$25,000 in grant funding from UBCM. A Council Resolution in support of the application is required *prior to the submission deadline of September 27, 2024*.

## **BACKGROUND**

In 2023, Council adopted a Strategic Priorities Plan, and one of the 5 Strategic Priorities is *Asset Management and Infrastructure; Resilient infrastructure that meets the community's needs today and into the future*, and one of the objectives is to *expand the use of data and information to inform long-term infrastructure planning and decision-making*. Computerized Maintenance Management Systems (CMMS) are essential to the success of any asset management program.

The 2024 UBCM Asset Management Planning Program funding aims to support eligible applicants in advancing local government's asset management planning and practices and facilitate better integration of asset management planning with long-term financial planning to effectively manage infrastructure to maximize benefits, reduce risk, and promote sustainable service delivery.

UBCM is accepting applications for its 2024 Asset Management Planning Program. Applications require a council resolution indicating council's support for the project. Staff intend to submit an application for the *Implementation and Resource Strategy for further CMMS Integration study* to this grant program.

Full program details are available in the Program and Application Guide available [through the UBCM website, located here<sup>1</sup>](#).

## **DISCUSSION**

The City currently uses a CMMS, to track maintenance work and provide useful Key Performance Indicators that support the City's Asset Management and decision-making efforts across various groups. The CMMS is currently only in use with the City's water and sewer engineering operations teams and is hosted onsite using an outdated version of the software. The City's transportation, parks, solid waste, civic buildings and properties, and natural asset operations group works are still tracked using paper documentation. The ultimate goal of the organization is to conduct a complete technological transformation and completely transition to the use of the CMMS for all infrastructure maintenance activities. Previous attempts to undertake this technological transition have not been successful due to resource constraints within the City, resulting in delays and frustration in the implementation process.

The Implementation and Resource Strategy assessment study defined in this report intends to identify gaps and recommend the correct levels and type of resourcing required by the City to further the implementation process of the CMMS, in alignment with the set project timelines. The UBCM Asset Management Planning Program grant application can assist in funding this assessment study. The maximum UBCM contribution is \$25,000, and can represent no more than 50% of the eligible project cost.

**SUSTAINABILITY IMPLICATIONS**

An assessment of the City’s current resources (IT and Engineering) regarding the CMMS integration would include a review of the City’s current practices. This exercise will support the full implementation of a CMMS system that would transition the City to a more digitized and paperless Engineering Operations and Civic Buildings and Properties divisions while supporting Asset Management improved practices.

**FINANCIAL IMPLICATIONS**

The *Implementation and Resource Strategy for further CMMS Integration study* is estimated to cost approximately \$60,000.

If successful, the UBCM 2024 Asset Management Planning Program will provide \$25,000 of funding to the existing Computerized Maintenance Management System project in the 5-year capital plan.

**INTERDEPARTMENTAL LIAISON**

Interdepartmental liaison to date has included coordination with the Engineering Operations, Finance, and Information Technology Departments.

**OPTIONS**

The following options are presented for Council’s consideration:

- 1. **THAT** Council approve the submission of a grant application for the *Implementation and Resource Strategy for further CMMS Integration study* to the UBCM 2024 Asset Management Planning Program;
- 2. **THAT** Council provide other direction to staff.

Staff recommends option 1.

**CONCLUSION**

Council has identified Asset Management and Infrastructure as a strategic priority, A data-driven Asset management program is key to a healthy and sustainable municipality, which would be supported by a fully integrated CMMS. A capacity assessment of the City’s organizational capabilities would identify impediments to full implementation. Staff recommend submitting the *Implementation and Resource Strategy for further CMMS Integration study* to the UBCM 2024 Asset Management Planning Program for funding assistance.

**APPROVALS**

This report was prepared by:

Seth Hayto, Engineering Technologist – Asset Management

This report was reviewed by:

Kwaku Agyare-Manu, Deputy Director Engineering Services

Alex Tam, Manager Financial Services

Shehzad Somji, Chief Financial Officer

This report was approved by:

Lisa Leblanc, Director of Engineering and Deputy CAO