

To: Chief Administrative Officer **Date:** June 2, 2025
From: Jason Kinch, Engineering Technologist III – Asset Management
Subject: **BC Infrastructure Planning Grant – FH#1 Building Asset Management Plan**

Recommendation(s)

1. That Council support the submission of an application to the BC Infrastructure Planning Grant program to help fund the completion of a building asset management plan for the Fire Hall #1 building; and
2. That, if the grant application is successful, the 2025 capital budget for the Asset Management System be increased to include the \$10,000 Infrastructure Planning Program grant funding.

Purpose

The purpose of this report is to obtain Council's support for the submission of a grant application for the development of an Asset Management Plan (AMP) for the City owned Fire Hall #1 building under the BC Infrastructure Planning Grant program. Grants of up to \$10,000 are available to help local governments develop or improve long-term comprehensive plans, including asset management plans.

Background

The Infrastructure Planning Grant Program assists local governments in developing well planned community infrastructure that will improve public health and safety, encourage resilient communities, protect the natural environment while strengthening local and regional economies.

City Staff have previously received grant funds to complete building AMPs for the Public Works, Library/Archives, and Waterfront (7101 Horne St.) buildings and this project will build on that work, creating a long-term financial plan for the renewal, repair, maintenance, and ultimate replacement of the various components of the building, as well as preventative maintenance strategies.

Discussion and Analysis

Asset Management (AM) involves the balancing of costs, opportunities, and risks against the desired performance of assets, to achieve the organizational objectives. AMPs specify the activities, resources, and timelines required for an individual asset, or group of assets, to achieve the organization's AM objectives. AMPs provide an approach to managing the assets over the short, medium, and long term and outline a long-term plan for the assets including service expectations, timelines and funding, and resource requirements.

If the grant application is successful, staff will use the grant funds to initiate an asset management plan specific to the Fire Hall #1 building. If funds are available, additional buildings may also be included. Engineering staff have been in consultation Parks, Recreation,

and Culture staff regarding include one or more of the PR&C buildings in this project to demonstrate a comprehensive, cohesive assessment / planning process for all City buildings.

This work will provide a comprehensive assessment of the building(s) and associated systems/components to aid staff in more refined maintenance, renewal, and replacement planning.

Financial Implications

The City has committed to advancing our asset management practices and offsetting the associated costs using all available grant funding. If approved, the grant will provide up to \$10,000 for the development of building specific asset management plans, with a requirement for an additional \$5,000 from the City for a project total of \$15,000 as described below.

Approved Eligible Project Costs		Provincial Grant
First \$5,000 of costs or less	→	100% of approved costs
Next \$10,000 or less	→	50% of approved costs

The intent of this project is to develop the City's Asset Management System. Matching funds for the building asset management plans will come from the Asset Management System 2025 budget.

It is proposed to budget \$30,000 for the building specific asset management plan project, \$20,000 from the existing Asset Management System 2025 budget (46118) and the remaining \$10,000 from the BC Infrastructure Planning Grant program grant (if successful), which will be used to retain a consultant to assist with preparing building specific asset management plan(s) which will inform an ultimate facility master plan.

Communication

A future Council report will provide details of the Infrastructure Planning Grant program grant application results and any required commitments.

Summary and Conclusion

Staff recommend that Council support the building specific asset management plan project grant submission to the BC Infrastructure Planning Grant Program, and that if successful, the capital plan be adjusted accordingly.

Report Prepared by: Jason Kinch, Engineering Technologist III – Asset Management

Reviewed by: Tracy Kyle, Director of Engineering and Public Works

Approved for Inclusion: Mike Younie, Chief Administrative Officer