

City of Maple Ridge

***COUNCIL WORKSHOP AGENDA
March 27, 2017
10:00 a.m.
Blaney Room, 1st Floor, City Hall***

The purpose of the Council Workshop is to review and discuss policies and other items of interest to Council. Although resolutions may be passed at this meeting, the intent is to make a consensus decision to send an item to Council for debate and vote or refer the item back to staff for more information or clarification. The meeting is live streamed and recorded by the City of Maple Ridge.

REMINDERS

March 27, 2017

Closed Council

cancelled

March 28, 2017

Council Meeting

7:00 p.m.

1. ***ADOPTION OF THE AGENDA***

2. ***MINUTES***
 - 2.1 Minutes of the March 20, 2017 Council Workshop Meeting

3. ***PRESENTATIONS AT THE REQUEST OF COUNCIL***

4. ***MAYOR AND COUNCILLORS' REPORTS***

5. ***UNFINISHED AND NEW BUSINESS***
 - 5.1 **Corporate Asset Management Policy**

Staff report dated March 27, 2017 recommending that the draft Corporate Asset Management Policy be finalized and forwarded to a Regular Council Meeting for consideration.

Note: Item 5.2 was deferred from the March 14, 2017 Council Meeting

5.2 Follow up to Motion by Councillor Shymkiw

Presentation by the Manager of Legislative Services

Motion resolving to change the current format of the Council Meeting Schedule

(See attached)

6. CORRESPONDENCE

7. BRIEFING ON OTHER ITEMS OF INTEREST/QUESTIONS FROM COUNCIL

Links to member associations:

- Union of British Columbia Municipalities (“UBCM”) Newsletter *The Compass*
 - <http://www.ubcm.ca/EN/main/resources/past-issues-compass/2016-archive.html>
- Lower Mainland Local Government Association (“LMLGA”)
 - <http://www.lmlga.ca/>
- Federation of Canadian Municipalities (“FCM”)
 - <https://www.fcm.ca/>

8. MATTERS DEEMED EXPEDIENT

9. NOTICE OF CLOSED COUNCIL MEETING

That the Council meeting immediately following this meeting be closed to the public pursuant to Section 90(1) and 90 (2) of the Community Charter as the subject matter being considered relates to the following:

90(2)(d) A matter that, under another enactment, is such that the public may be excluded from the meeting.

Any other matter that may be brought before the Council that meets the requirements for a meeting closed to the public pursuant to Sections 90 (1) and 90 (2) of the Community Charter or Freedom of Information and Protection of Privacy Act.

10. ADJOURNMENT

Checked by: _____
Date: _____

Rules for Holding a Closed Meeting

Section 90(1) A part of a council meeting may be closed to the public if the subject matter being considered relates to one or more of the following:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- (c) labour relations or employee negotiations;
- (d) the security of property of the municipality;
- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure might reasonably be expected to harm the interests of the municipality;
- (f) law enforcement, if the council considers that disclosure might reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- (g) litigation or potential litigation affecting the municipality;
- (h) an administrative tribunal hearing or potential administrative tribunal hearing affecting the municipality, other than a hearing to be conducted by the council or a delegate of council
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (j) information that is prohibited or information that if it were presented in a document would be prohibited from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
- (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report]
- (m) a matter that, under another enactment, is such that the public may be excluded from the meeting;
- (n) the consideration of whether a council meeting should be closed under a provision of this subsection of subsection (2)
- (o) the consideration of whether the authority under section 91 (other persons attending closed meetings) should be exercised in relation to a council meeting.

Section 90(2) A part of a council meeting must be closed to the public if the subject matter being considered relates to one or more of the following:

- (a) a request under the Freedom of Information and Protection of Privacy Act, if the council is designated as head of the local public body for the purposes of that Act in relation to the matter;
- (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;
- (c) a matter that is being investigated under the Ombudsperson Act of which the municipality has been notified under section 14 [*Ombudsperson to notify authority*] of that Act;
- (d) a matter that, under another enactment, is such that the public must be excluded from the meeting;
- (e) a review of a proposed final performance audit report for the purpose of providing comments to the auditor general on the proposed report under section 23 (2) of the *Auditor General for Local Government Act* .

City of Maple Ridge

COUNCIL WORKSHOP MINUTES

March 20, 2017

The Minutes of the City Council Workshop held on March 20, 2017 at 10:00 a.m. in the Blaney Room of City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

PRESENT

Elected Officials

Mayor N. Read
Councillor K. Duncan
Councillor B. Masse
Councillor G Robson
Councillor T. Shymkiw
Councillor C. Speirs

Appointed Staff

K. Swift, acting Chief Administrative Officer and
General Manager of Parks, Recreation & Culture
P. Gill, General Manager Corporate and Financial Services
F. Quinn, General Manager Public Works and Development
Services
L. Darcus, Manager of Legislative Services

ABSENT

Councillor C. Bell

Note: These Minutes are posted on the City Web Site at www.mapleridge.ca

1. *ADOPTION OF THE AGENDA*

R/2017-132

It was moved and seconded

That the agenda be adopted as circulated.

CARRIED

2. *MINUTES*

2.1 Minutes of the March 6, 2017 Council Workshop Meeting

R/2017-133

It was moved and seconded

That the minutes of the Council Workshop Meeting of March 6, 2017 be adopted as circulated.

CARRIED

3. ***PRESENTATIONS AT THE REQUEST OF COUNCIL*** – Nil

4 ***MAYOR'S AND COUNCILLORS' REPORTS***

Councillor Duncan

Councillor Duncan participated in tours of Ridge Studios and Riverview grounds and attended the Maple Ridge Festival of BC Film.

Councillor Masse

Councillor Masse attended a meeting of the Ridge Meadows Minor Softball Association. He participated in a tour of Riverview grounds. He also attended the Chamber of Commerce Business Awards, a cheque presentation from the South Asian Cultural Association to the Youth Wellness Centre, an Environmental Advisory Committee meeting and the Maple Ridge Festival of BC Film.

Councillor Speirs

Councillor Speirs attended a Metro Vancouver Utilities Committee meeting, a Community Heritage Commission meeting, the Historical Society's Annual General Meeting and the Chamber of Commerce Business Awards. He participated in a tour of Riverview and also attended a presentation to Golden Ears Cheesecrafters of funding from the Ministry to Agriculture to promote "Buy Local, Eat Local, Support Local".

Councillor Robson

Councillor Robson attended meetings of the Ridge Meadows Recycling Society, the Alouette River Management Society and the Ridge Meadows Softball Association. He also attended a funding presentation from the Ministry to Agriculture to Golden Ears Cheesecrafters and a Community Services meeting. He participated in a tour of the West Coast Wellness Centre for Women.

Mayor Read

Mayor Read advised that she is preparing to present on Women in Politics.

5. ***UNFINISHED AND NEW BUSINESS***

5.1 **Social Planning Workshop**

Staff report dated March 20, 2017 providing an overview of a staff presentation to provide information on Social Planning, a comparison of other communities' Social Planning resources and a list of options for review.

The Manager of Legislative Services reviewed the procedures in bringing back a resolution for reconsideration and advised that the Mayor may require Council reconsideration of a matter subject to Section 131 of the Community Charter.

The following resolution was passed at the February 20, 2017 Council Meeting Workshop:

"That staff be directed to move forward with the direction identified in the 2017 Business Plan for Social Planning, including filling the two proposed staff positions."

The Acting Chief Administrative Officer reviewed the report.

5.1.1

R/2017-134

It was moved and seconded

That staff be directed to move forward with the direction identified in the 2017 Business Plan for Social Planning, including filling the two proposed staff positions.

DEFEATED

Councillor Masse, Councillor Robson and Councillor Shymkiw – OPPOSED

5.1.2

R/2017-135

It was moved and seconded

That staff be directed to move forward with the direction identified in the 2017 Business Plan for Social Planning, including filling one of the two proposed staff positions.

DEFEATED

Councillor Masse, Councillor Robson and Councillor Shymkiw – OPPOSED

Note: The Mayor left the meeting at 11:25 a.m. Councillor Duncan assumed the Chair.

5.2 Union of British Columbia Municipalities (“UBCM”) Resolutions 2017

Staff report dated March 20, 2017 recommending that the UBCM resolutions included in the report be forwarded to the Lower Mainland Local Government Association (“LMLGA”) and then forwarded to UBCM for consideration.

Note: Mayor Read returned to the meeting at 11:27 a.m.

R/2017-136

It was moved and seconded

That the Union of British Columbia Municipalities (“UBCM”) resolutions in the report dated March 20, 2017 be forwarded to the Lower Mainland Local Government Association (“LMLGA”) to be included for debate in the LMLGA Conference and then forwarded to UBCM for consideration at the UBCM Convention.

CARRIED

Note: Mayor Read resumed as Chair 11:41 a.m.

6. *CORRESPONDENCE*

6.1 Alouette River Management Society – ALU Final Water License No. 124726

E-mail dated February 24, 2017 from Greta Borick-Cunningham, Executive Director, Alouette River Management Society requesting support for a fish passage as a condition of any renegotiation or renewal of the Alouette Water Licence No. 124725 via a signature on an attached letter to be sent to Glen Davidson, Director & Comptroller of Water Rights, Water Management Branch, Ministry of Forests, Lands, Natural Resource Operations.

R/2017-137

It was moved and seconded

That the Mayor be authorized to sign on behalf of Council the letter from the Alouette River Management Society requesting that the Director and Comptroller of Water Rights direct BC Hydro to include as a condition of any renegotiation or renewal of the Alouette Water License No. 124726, fish passage to historical spawning grounds at the existing Alouette Dam Site.

CARRIED

6.2 Upcoming Events

March 22, 2017 7:00 p.m.	A Healthy Future for Riverview – Douglas College – Coquitlam Campus Organizer: Coalition for a Healthy Riverview
April 1, 2017 1:00 p.m.	Heritage Tea – Seniors Activity Centre Organizer: Maple Ridge Historical Society
April 4, 2017 6:30 p.m.	Ridge Meadows Recycling Society 2017 Annual General Meeting, The Well, Chances Gaming Centre Organizer: Ridge Meadows Recycling Society
April 4, 2017 7:00 p.m.	Open House – Thomas Haney Secondary School Organizer: Life After School Transition Committee
April 5, 2017 6:00 p.m.	Rotary Meeting – Meadow Gardens Golf Club Organizer: Rotary Club of Haney
April 6, 2017 3:00 p.m.	Tour of Chances Maple Ridge and Information Session, Chances Gaming Organizer: BC Lottery Corporation & Great Canadian Gaming Corporation
April 7, 2017 6:00 p.m.	Charlene Reaveley Children’s Charity 6 th Annual Gala, Sky Hangar, Pitt Meadows Airport Organizer: Charlene Reaveley Children’s Charity
April 12, 2017 8:30 a.m.	CivX 2017, 580 West Hastings Street, Vancouver BC Organizer: Local Government Association and CivicInfo BC
April 12, 2017 6:00 p.m.	Savour: A Taste of Italy Fundraiser for the Haney Farmers Market, Maple Ridge Secondary School Organizer: Haney Farmers Market Society

7. ***BRIEFING ON OTHER ITEMS OF INTEREST/QUESTIONS FROM COUNCIL***

8. ***MATTERS DEEMED EXPEDIENT***

9. ***NOTICE OF CLOSED COUNCIL MEETING***

R/2017-138

It was moved and seconded

That the Council meeting immediately following this meeting be closed to the public pursuant to Section 90(1) and 90 (2) of the Community Charter as the subject matter being considered relates to the following:

1. **Personal information about an identifiable individual who is being considered for a position on a Committee of Council.**
2. **The disposition of land of which the council considers that disclosure might reasonably be expected to harm the interests of the municipality.**
3. **Any other matter that may be brought before the Council that meets the requirements for a meeting closed to the public pursuant to Sections 90 (1) and 90 (2) of the Community Charter or Freedom of Information and Protection of Privacy Act.**

CARRIED

10. ***ADJOURNMENT*** - 11:47 a.m.

N. Read, Mayor

Certified Correct

L. Darcus, Corporate Officer

TO: Her Worship Mayor Nicole Read
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Corporate Asset Management Policy

MEETING DATE: March 27, 2017
FILE NO: 01-0340-50
MEETING: Workshop

EXECUTIVE SUMMARY:

The City of Maple Ridge (City), along with all other municipalities within British Columbia owns, operates and maintains a wide array of infrastructure assets including but not limited to transportation networks, water distribution systems, sewage collection systems, drainage systems, parks, facilities and vehicle fleets with a total replacement value in excess of \$1 Billion. The expectation is that these assets will function efficiently and effectively for many years but all infrastructure has a finite service life; the challenge for municipalities is to manage assets in a cost-effective way over their life cycle and plan for their replacement.

The adoption of a Corporate Asset Management Policy to guide an associated strategy and plans will enable the City to:

- Maintain and manage infrastructure assets at defined levels
- Establish asset replacement strategies through the full life cycle, and
- Guide justification for stable long term funding.

The development of an Asset Management Strategy will involve all divisions within the City and in light of that an inter-departmental Asset Management Working Group has been established to guide the process.

The lack of an asset management policy and strategy, as assets age and deteriorate will result in reactive short term financial and technical decisions as opposed to a systematic, proactive approach.

The draft Asset Management Policy provides the vision and basic parameters for the City's Asset Management activities and the intent of this report is to present the policy to Council for consideration and feedback after which the policy will be finalized for consideration at an upcoming Council meeting.

RECOMMENDATION:

THAT the Draft Corporate Asset Management Policy be finalized and forwarded to a Regular Council Meeting for consideration.

DISCUSSION:

a) Background Context:

Local governments are required, through Public Sector Accounting Board (PSAB) 3150, to report Tangible Capital Assets (TCA) into the annual financial reporting process and the City has expended significant effort in compiling information on municipal assets. Whilst the TCA process is a financial requirement, there is a synergy with asset management and the two processes provide an opportunity to develop a complete Asset Management system that identifies the true financial costs of providing services to the municipality and also the costs of maintaining the services and assets in perpetuity.

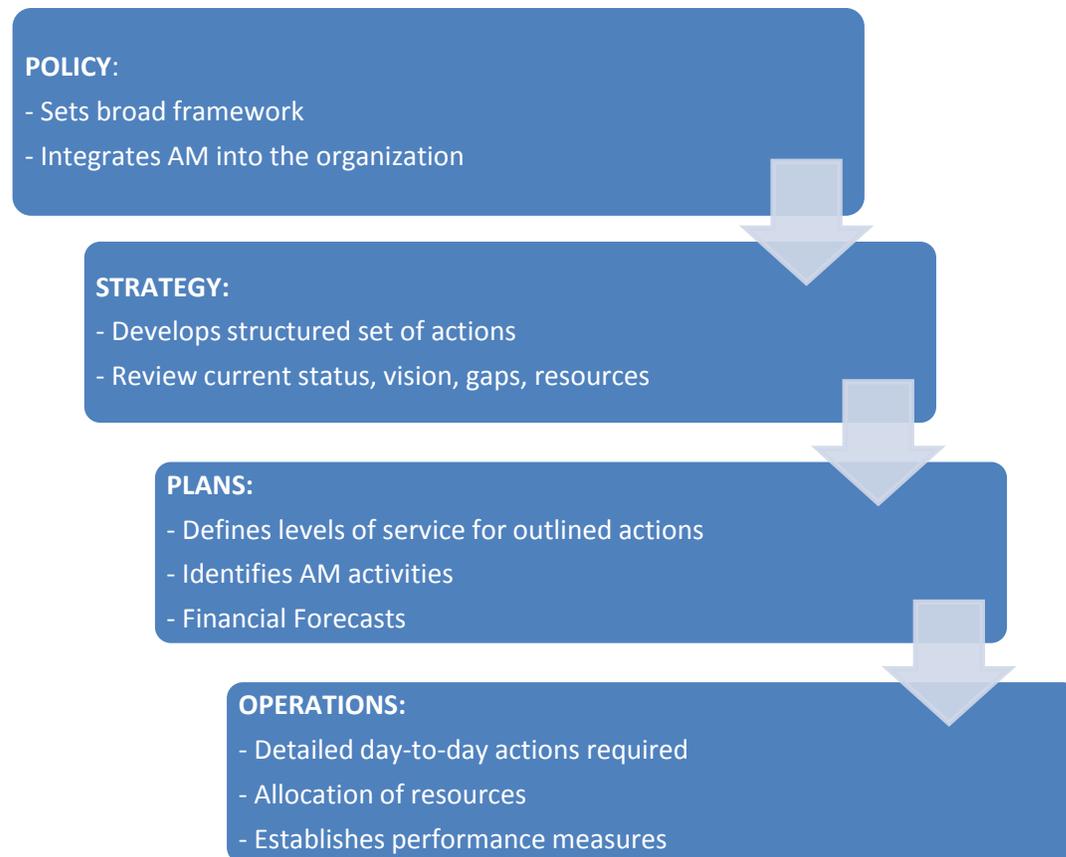
Municipalities have always managed the various elements of civic infrastructure such as roads, water, wastewater, drainage, facilities, fleet and parks, and master plans have been developed for each infrastructure asset class. A Corporate Asset Management Strategy integrates the individual infrastructure asset categories and plans in a comprehensive manner.

The City has been proactive in establishing an Infrastructure Replacement levy as a starting point to address the shortfall in infrastructure funding that speaks to the challenges of providing quality infrastructure assets and also the need for sustainable levels of funding over the entire life cycle of those assets. The City is a growing municipality with a corresponding increase in municipal services and assets. In addition to being a builder through either development or capital projects, the City is a custodian, managing those existing and new assets through their full life cycle.

Sustainability may be broadly stated as addressing the needs of the present generation without compromising the ability of future generations to meet their own needs. For municipal governments, sustainable community development is that which considers the social well-being, environmental integrity, and financial viability of the community whilst balancing a portfolio of aging existing infrastructure with increased demands from new growth and the resulting infrastructure.

Asset Management is a systematic process to guide the planning, acquisition, operation and maintenance, renewal and disposal of municipal assets with the objective to maximize asset service delivery and manage risks and costs over the lives of those assets. The implementation of sound Asset Management strategies provides assurance that the City assets will meet designated performance levels and deliver the desired service in the long term at optimum cost.

The framework for developing and implementing Asset Management within the City is based upon a number of steps that range from broad policy statements through to detailed day-to-day actions to implement the plan, as illustrated below:



The endorsement of a Corporate Asset Management Policy will reinforce the City's commitment to Asset Management and provide direction to staff for the development of an Asset Management Strategy as well as specific plans and operational guidelines and practices.

The development of an infrastructure Asset Management Strategy needs to consider a number of issues:

- What assets does the City have and where are they?
- What is it worth?
- What is its condition and expected remaining service life?
- What is the expectation for level of service and what needs to be done? When do we need to do it?
- How much will it cost and what is the acceptable level of risk?
- How does the City ensure long-term affordability?

The City has a considerable amount of data on infrastructure that has been, and is gathered on an ongoing basis. A suite of master plans have also been adopted to address the various municipal infrastructure categories. The development of a Corporate Asset Management Policy and subsequent Strategy enfold the various infrastructure components into a comprehensive and cohesive enterprise.

One asset category is not well not fully developed but is emerging is that of Natural Capital, which may be defined as natural assets such as forests or rivers. This is an area that has not been well researched but is garnering more interest among municipalities – the Town of Gibsons has developed an Eco-Asset Strategy that includes not only built infrastructure but also natural assets wherever these provide equivalent services on which the Town of Gibsons relies such as aquifers. This is certainly an area of study that the City should consider pursuing and staff will be evaluating this asset area with the goal of incorporating Natural Capital into a subsequent phase of the Strategy.

Upon approval of the Corporate Asset Management Policy, work will commence on the development of an Integrated Asset Management Strategy with the goal of filling data gaps and continuing the development of the asset plans. Upon adoption of the Corporate Asset Management Policy, the following Asset Management activities will be pursued in support of the overall Asset Management initiative:

- Development of a Corporate Asset Management Strategy
- Review of asset inventory for accuracy and completeness and ensure outstanding data is collected and existing data updated as necessary
- Definition of levels of service to measure performance for asset categories related to quality, quantity, reliability, responsiveness, environment, and cost
- Creation of an asset condition rating system that may be applied across all asset groups

Building a Corporate Asset Management Plan is not a one-time assignment but rather an ongoing initiative and the completion of the above noted tasks will provide the structure for a fully integrated Corporate Asset Management Plan for the City's infrastructure.

b) Desired Outcome:

The endorsement of the Corporate Asset Management Policy and subsequent development of the corporate Asset Management Strategy will support the delivery of sustainable delivery of sustainable infrastructure services while considering community priorities, informed by an understanding of the trade-offs between the available resources and the desired level of service.

c) Strategic Alignment:

The Corporate Asset Management Policy and subsequent Asset Management Strategy will align with the sustainability goals encapsulated in the City's Official Community Plan as well as a number of infrastructure master planning initiatives including the Strategic Transportation Plan, the Drinking Water Master Plan and the various Integrated Storm Water Management Plans currently under development. Other corporate document linkages include the Financial Plan, Annual Reports and Design Criteria and Specification.

d) Citizen/Customer Implications:

The development and implementation of a Corporate Asset Management Strategy and associated Plans will ensure that the infrastructure assets within the City are not only constructed efficiently, but managed appropriately in a cost-effective manner through their life cycle and ultimate replacement.

e) Interdepartmental Implications:

All Departments in the City have worked cooperatively on the Tangible Capital Asset project and will continue to do so through the development of the Corporate Asset Management initiative. The Corporate Asset Management Policy will also provide staff with another tool to validate community planning processes.

f) Business Plan/Financial Implications:

The current Financial Plan includes \$160,000 for the development of a Corporate Asset Management Strategy. It is anticipated that there will be additional funds required in the future to implement the Strategy as well as continue the collection of data and these will be incorporated into the future Financial Plan iterations.

g) Policy Implications:

The Financial Sustainability Plan Policy Guidelines (Policy No. 5.52) has set the groundwork for the Corporate Asset Management Policy and Strategy and will serve as a sound reference as the initiative proceeds.

h) Alternatives:

The purpose of undertaking the Corporate Asset Management Policy and Strategy initiative is to develop a systematic process to guide the planning, acquisition, operation and maintenance, renewal, and replacement or disposal of assets. The lack of such a strategy will result in a piecemeal approach to infrastructure funding that may not be sustainable.

CONCLUSIONS:

The City maintains over \$1 Billion of infrastructure assets and the expectation is that these assets will function efficiently and effectively for many years but all infrastructure has a finite service life; the challenge for municipalities is to manage assets in a cost-effective way over their life cycle and plan for their replacement.

The adoption of a Corporate Asset Management Policy to guide an associated Strategy and plans will enable the City to:

- Maintain and manage infrastructure assets at defined levels
- Establish asset replacement strategies through the full life cycle, and
- Guide justification for stable long term funding.

The lack of an asset management policy and strategy, as assets age and deteriorate will result in reactive short term financial and technical decisions as opposed to a systematic, proactive approach.

“Original signed by David Pollock”

Prepared by: **David Pollock, PEng.**
Municipal Engineer

“Original signed by Trevor Thompson”

Financial **Trevor Thompson, BBA, CPA, CGA**
Concurrence: **Manager of Financial Planning**

“Original signed by James Storey”

Reviewed by: **James Storey, ASCT.**
Director of Engineering Operations

“Original signed by Valoree Richmond”

Reviewed by: **Valoree Richmond, MBCSLA**
Manager of Parks Planning & Operations

“Original signed by Frank Quinn”

Approved by: **Frank Quinn, MBA, PEng.**
General Manager: Public Works & Development Services

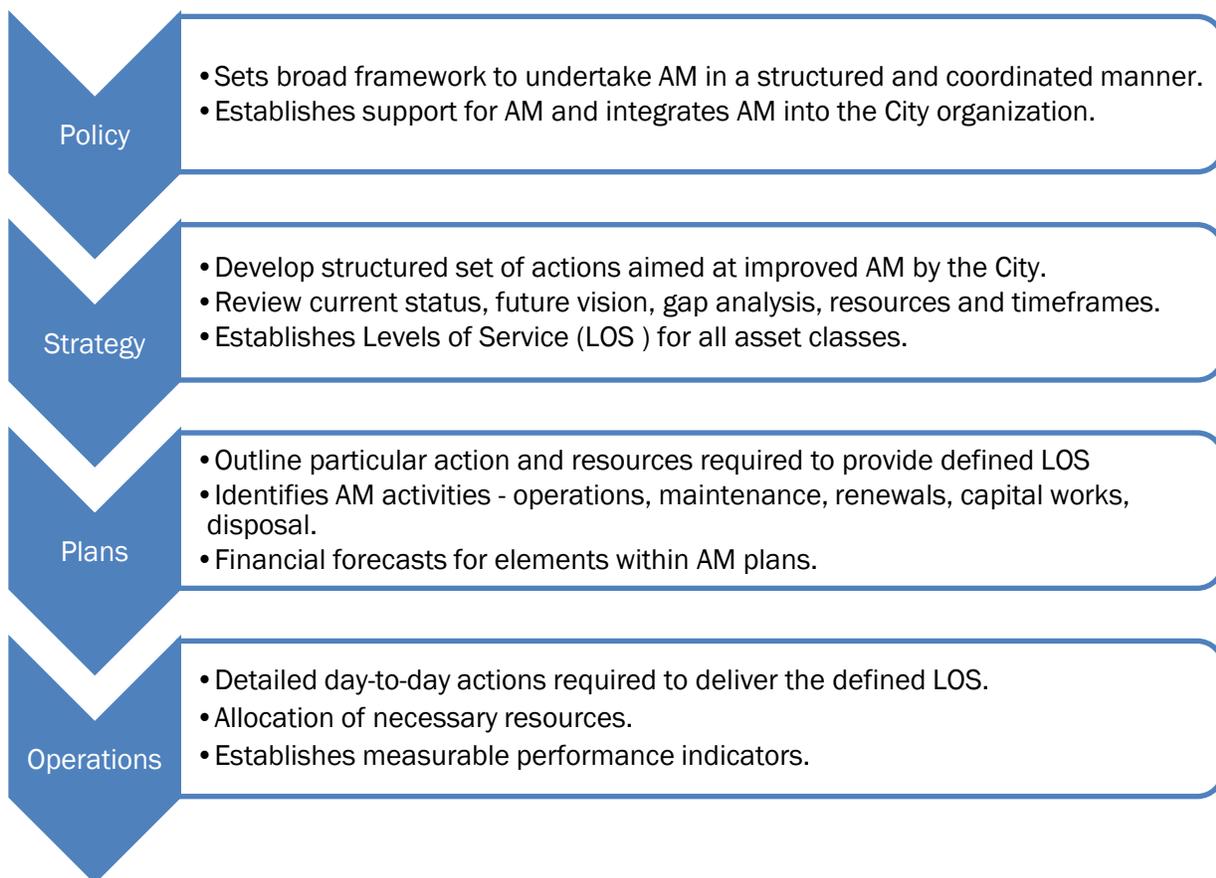
“Original signed by Kelly Swift” for:

Concurrence: **E.C. Swabey**
Chief Administrative Officer

POLICY MANUAL

Title: Corporate Asset Management Policy	Policy No : Supersedes:
Authority: <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Operational Approval: <input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager	Effective Date: Review Date:
Policy Statement: <p>The Corporate Asset Management Policy details the principles for implementing a consistent and coordinated approach in managing City assets to demonstrate sound fiscal stewardship and secure long-term infrastructure sustainability within the City.</p>	
Purpose: <p>The total replacement value of the infrastructure assets owned by the City of Maple Ridge (City) is in excess of \$1 Billion and ranges in size and complexity from larger asset classes such as roads, water, sewers, pump stations, storm drainage systems, facilities, parks, fleet through to smaller classes such as office furniture or computers.</p> <p>Asset Management (AM) is a comprehensive framework to guide the planning, acquisition, operation and maintenance, rehabilitation, disposal and ultimate replacement of municipal infrastructure assets. The objective is to maximise asset service delivery potential, manage related risks and minimize costs of ownership while delivering acceptable levels of service in a sustainable manner that does not compromise the ability of future generations to meet their own needs.</p> <p>The Corporate Asset Management Policy provides the framework to develop a city-wide Asset Management Strategy as well as plans, operational guidelines and practices to ensure the successful execution of maintainable service delivery of community services.</p> Background: <p>As the City grows, new infrastructure is added to the built environment through development and capital projects and over time those assets age and deteriorate. The implementation of sound AM stratagems provide assurance that the City assets (both existing and future) will meet designated levels of service for the long term.</p>	

The framework for developing and implementing AM within the City is based upon a number of steps that range from broad policy statements through to detailed day-to-day actions as illustrated below:



Related Corporate Initiatives:

Asset Management is formalized and integrated into other corporate initiatives and documents such as:

- Vision, Mission & Values Statement
- Official Community Plan
- Community and Neighbourhood Plans
- Financial Plan including Capital and Operating Budgets
- Annual Reports
- Design Criteria and Specifications
- Infrastructure Servicing Plans

In 2004 Council approved the Financial Sustainability Plan policy guidelines (Policy No. 5.52) that laid the groundwork for the continuance of high quality services and to provide a legacy for future generations. The FSP policy outlines 13 guidelines ranging from tax base growth, service demands, efficiencies, debt management, fees and charges capital carryovers, infrastructure maintenance and replacement and will serve as a sound reference as the City develops the Corporate Asset Management Strategy.

The development and implementation of a Corporate Asset Management Strategy by the City will provide guidance through a number of policy statements and principles.

Policy Statements

The City will:

1. Develop and maintain asset inventories of its infrastructure
2. Maintain and manage infrastructure assets at defined service levels
3. Establish and monitor standards and service levels to ensure Council objectives are met
4. Establish infrastructure replacement strategies through the use of full life cycle costing principles
5. Ensure adequate funding to maintain established asset levels of service and maintenance and extend the useful life of assets as well as to replace, renew and/or decommission assets
6. Consider and incorporate asset management strategies in City corporate plans including community planning processes
7. Track progress and provide regular reports

Policy Principles

The City shall:

1. Allocate funding for new assets after considering the full life cycle costs and the economic, environments, and social benefits of the new asset, seeking to minimize the asset total life cycle cost
2. Provide information on future maintenance, operation, upgrade, renewal and/or replacement and decommission requirements
3. Identify the level of service that will be delivered by each asset and how that level of service will be monitored
4. Establish organizational accountability and responsibility for asset inventory, condition, use and performance
5. Ensure corporate governance through demonstrable long-term financial planning based upon sustainable service levels
6. Integrate corporate, financial, business, technical and budgetary planning for infrastructure assets
7. Undertake public consultation with stakeholders as appropriate
8. Minimize risk to users and risks associated with asset failure
9. Utilize best practices where available
10. Update and maintain infrastructure inventory and life cycle data
11. Report on the performance of the asset management strategy and plans

Definitions:

Asset: Has a physical nature, is a significant economic resource and provides the delivery of programs and/or services.

Asset Register: A record of the asset information, typically held in a spreadsheet, database or software system, including asset attribute data such as quantity, type and construction cost.

Condition Assessment: The inspection, assessment, measurement and interpretation of the resultant data, to indicate the condition of a specific component so as to determine the need for some preventative or remedial action.

Cost-Effective Management: The proactive, as opposed to reactive, management of the maintenance, repair and rehabilitation activities required to deliver the desired/required level of service while minimizing the life cycle costs of providing the infrastructure.

Current Replacement Cost: The cost the entity would incur to acquire the asset on the reporting date. The cost is measured by reference to the lowest cost at which the gross future economic benefits could be obtained in the normal course of business or the minimum it would cost, to replace the existing asset with a new modern equivalent asset (not a second-hand one) with the same economic benefits (gross service potential) allowing for any differences in the quantity and quality of output and in operating costs.

Levels of Service: Levels of service statements describe the outputs or objectives an organization or activity intends to deliver to customers.

Life Cycle Costs (LCC): The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance rehabilitation and disposal costs.

Renewal: Works to replace existing assets or facilities with assets or facilities of equivalent capacity or performance capability.

Risk Management: Coordinated activities to redirect and control an organization with regard to risk.

Key Areas of Responsibility

Action	Responsibility
Adopt the Asset Management Policy	Council
Develop and maintain asset inventories	Public Works & Development Services (PWDS); Finance; Parks; Fire
Assess infrastructure condition and service levels	PWDS; Parks; Fire
Establish and monitor infrastructure replacement levels through life cycle costing principles	PWDS; Finance; Parks; Fire
Develop and maintain comprehensive plans for the appropriate level of maintenance, rehabilitation, extension and decommissioning of assets	PWDS; Finance; Parks; Fire
Monitor and review infrastructure standards and defined service levels	Council
Report on the status of the municipal infrastructure and the asset management strategy and plans	PWDS; Finance; Parks; Fire

Both Council and staff have roles to play in the support of this policy. Council acts as the stewards for all City assets and approves the policy, participates in the establishing of levels of service as well as monitoring outcomes. Staff will develop, implement, monitor and review the Corporate Asset Management Strategy as well as advance and implement the operational plans. The Corporate Asset Management Strategy shall be reported to Council and the community on a regular basis and may be reviewed by Council on an interim basis.

5.2 Motion by Councillor Shymkiw

Whereas the Maple Ridge Council Procedure Bylaw No. 6472-2007 and amendments thereto allows for Council to create Council Workshop meetings to conduct Workshop business;

And whereas there is no requirement to have such meeting under this bylaw;

Therefore be it resolved that,

Beginning April 1, 2017 meetings of Council Workshop schedule three Monday mornings each month cease for a five month trial period, and All business normally conducted at Council Workshop be transferred to a Committee of the Whole meeting where reports and other city business will be considered and discussed but no resolutions or motions leading to decisions will be made except to forward agenda items to Council or refer back to staff/committees; and

Two Committee of the Whole meetings (including workshop type sessions) be scheduled each month on Tuesday evenings alternating with Regular Council meetings also scheduled for two Tuesday evenings each month, and that Public Hearings be scheduled prior to the third Tuesday Committee of the Whole Meeting and

The applicable advertisements to the change in the Council Meeting Schedule be advertised as required.