

# **Local Government Asset Management Working Group of British Columbia Notes of June 3, 2010 Meeting**

**Meeting Location: BCIT- Seymour St. Vancouver**

## **In Attendance:**

Glen Brown (Acting Chair)	Ministry of Community and Rural Development
Brittany Johnson	Ministry of Community and Rural Development
Kim Fowler	Planning Institute of British Columbia
Susan Clift	Municipal Engineers Division, APEGBC
Daisy Foster	BC Water and Waste Association
Kim Fowler	Planning Institute of British Columbia
Tom Abbuhl	Centre for Infrastructure Management, BCIT
Joseph Yong	INAC
Brian Bedford	Ministry of Community and Rural Development
Frank Blues	City of Prince George
Sid Smith	District of Lake Country
Tareq Islam	Fraser Valley Regional District
Wally Wells	Wells Infrastructure Group Inc.

## Regrets:

Stan Westby (Chair)	City of Powell River
Andrew Wood	District of Maple Ridge
Neil Nyberg	Master Municipal Construction Documents Association
Jamie Umbleby	Master Municipal Construction Documents Association
Andy Wardell	Government Financial Officers Association of BC
David Main	BC Water and Waste Association
Tom MacDonald	Local Government Management Association
Jeannette Austin	Public Works Association of BC
Gord Brown	Public Works Association of BC
Mark Hermanson	Town of Ladysmith (GFOA)
David Main	BC Water and Waste Association
Brenda Gibson	Union of British Columbia Municipalities

## Guests:

Dr. Guy Felio	Facilitator
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## **Call to order – Glen Brown, Acting Chair**

In the absence of Stan Westby, Glen Brown assumed the chair. Glen called the meeting to order at 8:45 A.M. and welcomed all.

Dr. Guy Felio has been able to join us to help us with a strategy for the Group resulting from our Strategic Plan workshop and meeting March 2 and 3, 2010.

### **Approval of Agenda:**

The agenda is approved with no changes.

### **Approval of Notes of March 3 2010 meeting**

Moved by Frank Blues  
Seconded by Sid Smith

*That the notes of the March 3, 2010 meeting be approved as submitted.* Carried unanimously

### **Election of Deputy Chairs**

Glen Brown advised the Group does not have back-up for the 'chair' position. All members of the Group, including our chair Stan Westby, have full time jobs and sometimes are not able to accommodate the timing of our Group meetings or responses for action. There was agreement that we should elect two deputy or vice chairs.

Glen suggested we accept nominations for the position. As several members of the Group were not present, it was suggested Wally Wells verify with anyone nominated their willingness to stand then conduct an e-mail ballot.

Following the meeting Wally Wells polled the four suggested candidates, three of whom agreed to allow their name to stand.

An e-mail ballot will be forwarded to all with the candidates' names requesting their vote:

Susan Clift	Municipal Engineers Division, APEGBC
Andy Wardell	Government Financial Officers Association
Gord Brown	Public Works Association of BC

### **Branding**

Wally Wells talked about the use of **Asset Management BC** as a brand and how the name fell out of the web address, the discussion at the strategic planning session and the desire to engage the larger community. [www.canadaassetmanagement.ca](http://www.canadaassetmanagement.ca) has also been registered and can be used by the national group along with links to other provinces. In recent presentations involving other provinces the ordering of the words Asset Management BC as opposed to BC Asset Management found a comfort level with the former for being preferred for use in their provinces. Thanks goes to Tom Abbul a logo was developed.

Glen Brown had suggested the Terms of Reference be updated to include the larger community. A draft was prepared and submitted to the Group as part of the agenda package, Glen suggest that the 'yellow' background boxes on the document be changed. (This has subsequently been done with a change to blue consistent with other material.)

Motion: *That the changes in the Mission, Vision and Terms of Reference document be approved as amended.*

Moved by: Frank Blues

Seconded by: Susan Clift

Carried: Unanimous

*Newsletter* - With respect to communications, we have an offer from Bernadette O'Connor of Opus Consultants (Victoria) at no commercial cost or 'strings attached' to be a newsletter editor for Asset Management. There was discussion on how to ensure content for the newsletter plus what vetting process should be used respecting content. A sub-committee was recommended. Daisy Forster and Sid Smith volunteered as the core members. It was suggested we leverage from others newsletters and article specific to asset management as well as solicit content specific to asset management. Tom suggested there be a feature article, possibly a guest invited writer in each issue. Todd Latham of ReNew is one that comes to mind.

After discussion, the following motion was passed

Motion: *That we accept the offer from Bernadette O'Connor as Newsletter editor and under a trial for one year with publication frequency to be quarterly. We will partner with our member Associations for content and production.*

Moved by: Daisy Foster

Seconded by: Tom Abbuhl

Carried: Unanimous

*Website* - We need to upgrade the content on the website and announce its availability. We need to talk with Todd Pugh about the site. There was discussion about the content and improvements. The following points were noted:

- Need to put on a comment from the Group
- Update to Asset Management BC from LGAMWG
- Need to add documents and investigate categorizing documents for ease of use. Discuss with Todd how documents might best be organized to make it totally user friendly.
- Commercialization: do we allow suppliers, consultants etc to post commercial documents to the site? If so, there needs to be disclaimers.
- Dialogue chat section – do we need to organize around topics? How does old material get removed? Frequency of cleansing?
- Create a place on the website for upcoming conference, workshops etc of interest.

Daisy asked if we should hire a web design. At the moment we should let CivicInfo do it. Later, when we have more content and activity a web designer may be required. Tom Abbuhl advised he has considerable experience with website design and volunteered some of his time.

*Events and presentations:* Wally Wells submitted a summary of five recent presentations focused around **Asset Management BC** to CAMPSI (Toronto), CNAM (Ottawa) Ontario Public Works Association (Toronto), Local Government Management Association (Whistler) and Government Financial Officers Association (Sun Peaks.) A request is pending to make a presentation at the Public Works Association of BC conference in Merritt in September.

*Upcoming events:* Glen has submitted a proposal for a two hour clinic at UBCM. He does not know if it will be accepted. Glen and Stan are running a session at the Local Government Leadership Academy on asset management.

The CNAM 2011 conference in Burnaby is noted. The hotel is booked and the program committee formed. Barry Davis asked us for program input as the conference call for papers is going out soon.

Kim Fowler advised that the City of Victoria will be hosting the FCM Sustainability conference February 8 – 11, 2011. Kim will be part of the local program committee and would like our help with program content.

We need to ensure these events get posted to the [Asset Management BC](#) website.

### **Strategic Plan Discussion**

Guy Felio had prepared a draft strategic plan following our workshop on March 2 and our meeting on March 3. A copy was sent electronically to all well in advance of the meeting.

Using the ‘draft’ as a base, Guy presented the strategic direction, five objectives and the goal and activities. Because of limited attendance today there is need for additional feedback from the Group. *(Copies of the slides used for discussion are part of these notes)*

There was general acceptance of the principles however Frank Blues commented that ‘leadership’ does not seem to be in the principles though it may be in the Mission / Vision statement. This needs to be reviewed before finalization to ensure that ‘leadership’ is properly reflected in our plan, be it is the Mission / Vision statement and/or the primary principles. Once accepted these need to be posted on [bcassetmanagement.ca](http://bcassetmanagement.ca)

Discussion moved to developing an Action Plan. What are the measures of success? Where does alignment come with our member Associations and our first nations?

For the discussion, we worked within a framework as follows. For a project outline we used:

- Project description
- Lead / support organization or organizations
- Time frame
- Resources required
- Outcomes
- Dissemination / communications
- Measures of success

**Projects:** Frank raised the question “Do we know what we have?”

Activities we might consider:

- Compendium of existing information
- Compendium of activities by Associations
- Compendium of activities by [Asset Management BC](#)

- Compendium of R &D.

Identify gaps and who can fill them. INAC has a number of tools. There was a discussion on “How might we.....” which needs to continue.

Action:

- 1) Ask each member for their three most important documents relative to asset management
- 2) Associations: We need to establish two way alignments with our Association members. We do not want to duplicate efforts but do want to ensure we are all working together. We will engage in discussion with each Association member s with the intent of learning of all their program respecting aspects of asset management, any initiatives or training they have and how our strategic plan aligns or can align with their.
- 3) Our Outputs:
  - BC Knowledge Product
  - Asset Smart draft tools (pilot tests underway)
  - Asset Management Policy and Guide (still requires some work)
  - Case studies (11)
  - Regional AM Workshops / Webinars
  - AM Moving Forward Seminar
  - AM Road Map (Terms of Reference being prepared)
  - Pilot projects (Under negotiation)
- 4) Status: Get these out.

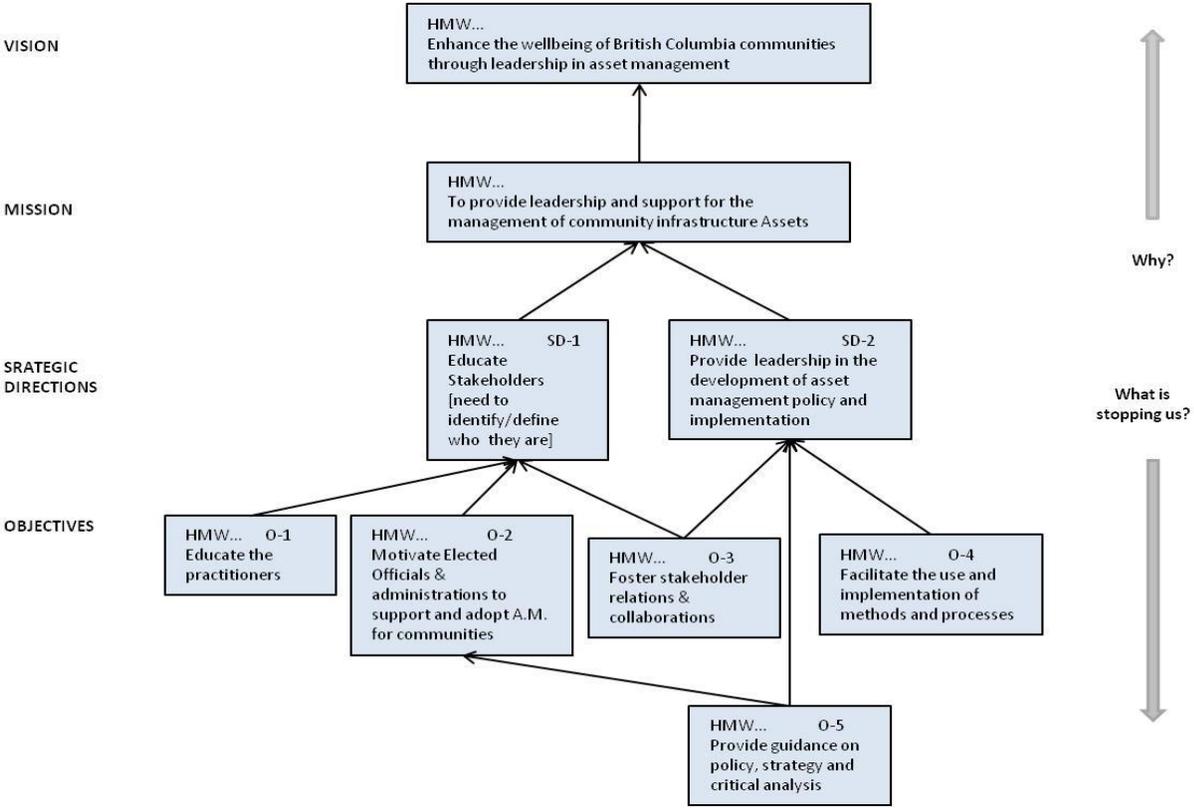
The meeting adjourned at 1:45 P.M.

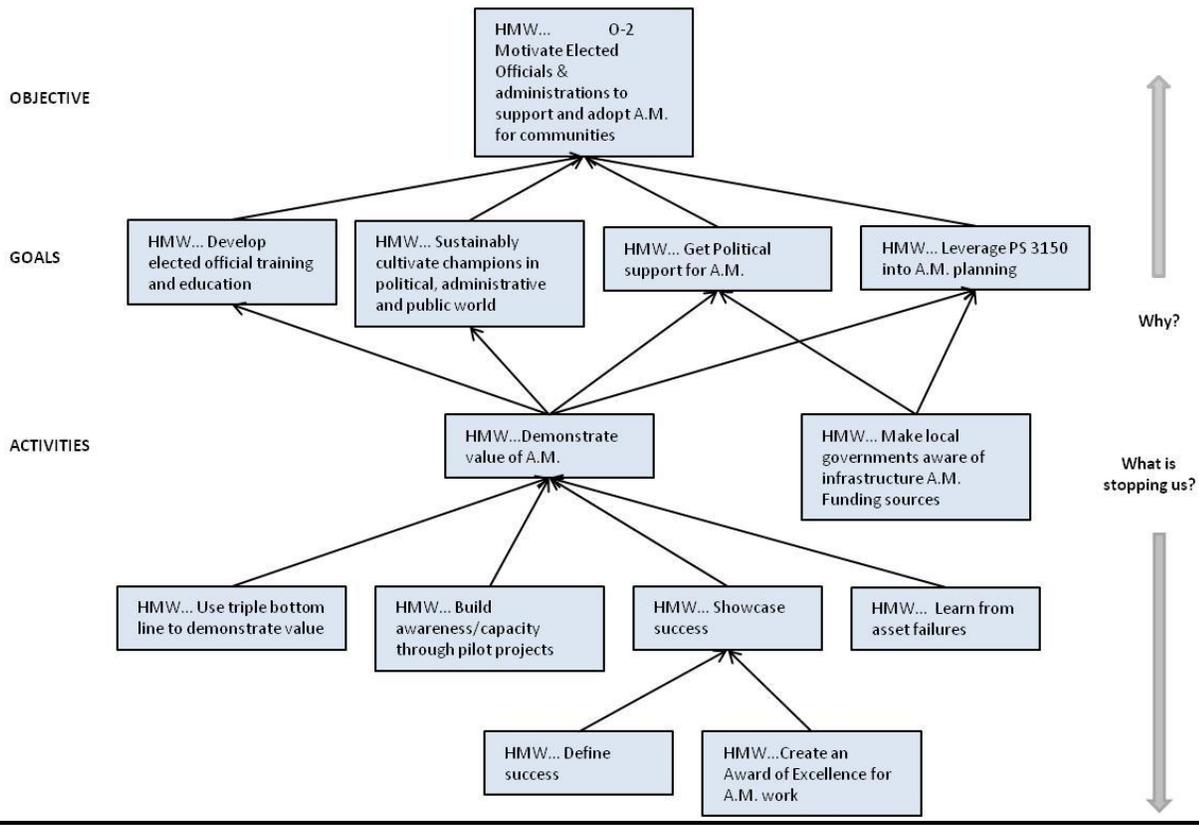
*These notes are prepared by Wally Wells*

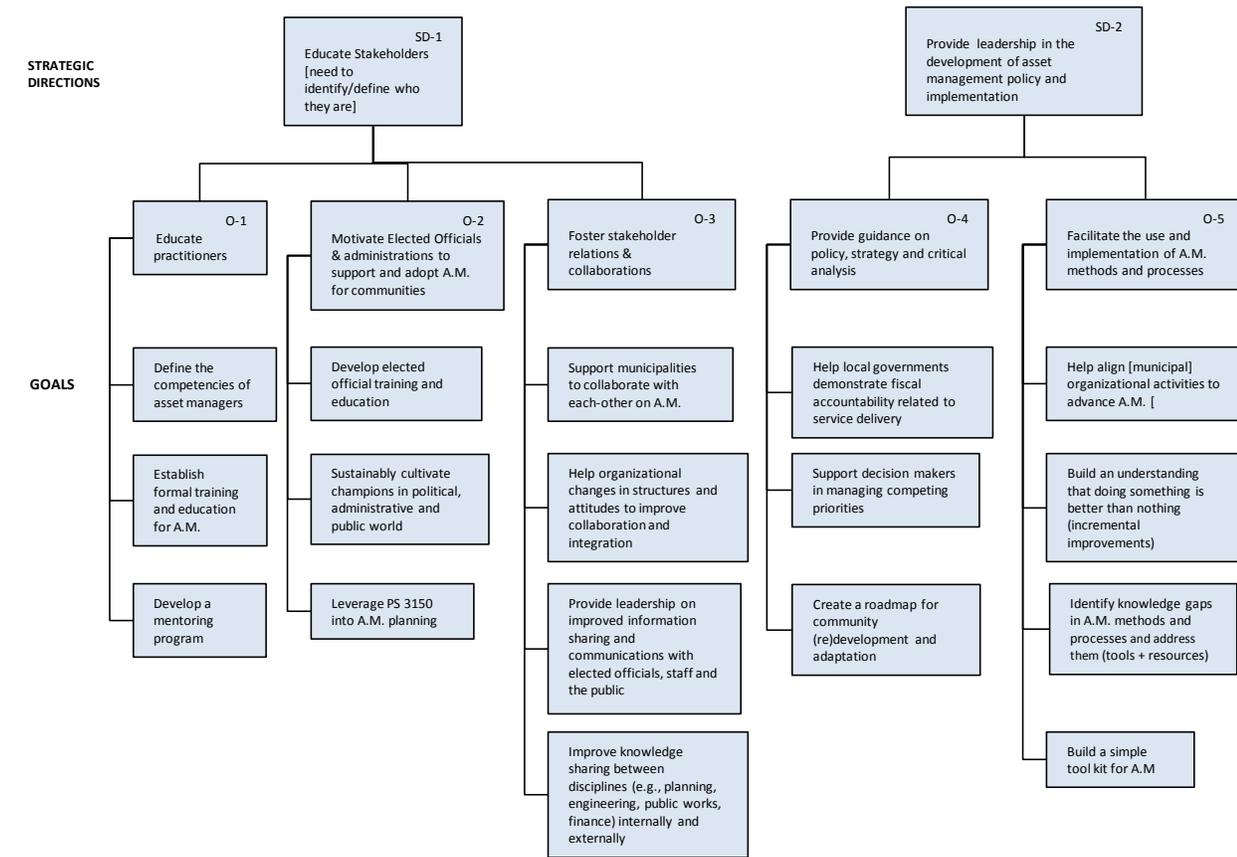
[wwells@live.ca](mailto:wwells@live.ca)

**NOTE: The next meeting is proposed for September, 2010. Information will follow at a later date.**

**Slides under by Dr. Guy Felio for discussion of the draft Strategic Plan and Action Plan**







- **Foster stakeholder relations and collaborations**

- Support municipalities/local governments to collaborate with each other on AM
- Help organizational changes in structures and attitudes to improve collaboration and integration
- Provide leadership on improved information sharing and communications with elected officials, staff and the public
- Improve knowledge sharing between disciplines internally and externally

- **Provide guidance on policy, strategy and critical analysis**

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- Help local governments demonstrate fiscal accountability related to service delivery
- Support decision makers in managing competing priorities
- Create a roadmap for community (re)development and adaptation

# Strategic Directions

- **Educate stakeholders [SD1]**
  - **Provide leadership in the development of asset management policy and implementation [SD2]**
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## Objectives and Goals

- **Educate practitioners**
    - Define the competencies of asset managers
    - Establish formal training and education for asset management
    - Develop a mentoring program
  - **Motivate elected officials and administrations to support and adopt asset management for communities**
    - Develop elected officials training and education material
    - Cultivate champions of AM in political, administrative and the public world
    - Leverage PS 3150 (accounting standard for reporting tangible capital assets) into asset management planning.
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- **Facilitate the use and implementation of A.M. methods and processes**

- Help align [municipal] organizational activities to advance A.M.
  - Build an understanding that doing something is better than nothing (incremental improvements)
  - Identify knowledge gaps in A.M. methods and processes and address them (tools + resources)
  - Build a simple tool kit for A.M.
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# Action Plan

- 3-5 year timeframe
  - Identify short-term + medium-term projects/activities that:
    - Contribute to and have greatest (measurable) impacts on goals and objectives
    - Can be achieved within time frame
    - Are within the resources available or for which resources can be obtained
    - Have a lead organisation
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Objective	Goal	Activity	Potential Project	Measure of Success

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Activity	Potential Project
Demonstrate the value of AM	Guidance on using the triple bottom line to demonstrate value
	Build awareness through pilot projects
	Develop mechanisms to showcase success
	Identify ways of learning from failures and sharing lessons
	Create an award of excellence for AM

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Activity	Potential Project
Support municipalities/organizations overcoming change management issues	Identify barriers to change in the context of AM.
Develop a communications toolkit to promote AM	
Define a checklist of "what we need to know about AM" (beginner to advanced)	
Develop a standard template for an AM plan	Identify/develop/adapt existing templates and test for fit to BC context

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Activity	Potential Project
	Study/survey to establish the core competencies of asset managers
Identify and highlight the risks and liabilities of not managing assets well	
Identify preferred materials that provide AM guidance (from beginner to advanced)	
Build capacity through pilot projects	
Stay current with National and International AM initiatives and organizations	

### Project 1

- Brief description
- Relates to: Activity/Goal/Objective
- Lead/Support Organizations
- Time-frame
- Resources available/required
- Outcomes
- Dissemination/Communications
- Measures of success