

Asset Management Planning Program

2023 Application Form

Please complete and return this form. All questions are required to be answered by typing directly in this form. If you have any questions, contact lgps@ubcm.ca or (250) 356-7123.

Applications can be submitted at any time; however, funding permitting, applications will only be reviewed two times in 2023. Applicants will be advised of the status of their application within 60 days of the following application deadlines: May 12 and September 15, 2023.

SECTION 1: Applicant Information	AP - <i>(for administrative use only)</i>
Local Government: The City of Langley	Complete Mailing Address: 20399 Douglas Crescent, Langley, BC, V3A 4B3
Contact Person*: Ghazal Shirazian	Position: Infrastructure Engineer
Phone: 604 - 514 - 2800	E-mail: gshirazian@langleycity.ca

* Contact person must be an authorized representative of the applicant (i.e. staff person or elected official)

SECTION 2: Project Information
<p>1. Project Information</p> <p>A. Project Title: Development of Asset Management Plan and Levels of Service Framework</p> <p>B. Proposed start and end dates. Start: End: (8-10 months)</p> <p>C. Total project budget: \$73,000.00</p> <p>D. Total grant request: \$25,000.00</p> <p>E. Is this project also funded through FCM's Municipal Asset Management Program? Refer to Section 3 of the <i>Program & Application Guide</i> for more information.</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>2. Current Status of Asset Management Expertise (based on self-assessment). Please select your current status <u>and</u> provide a description of current level of asset management expertise.</p> <p>A. <input type="checkbox"/> Beginner <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced</p>

B. Description of current level of asset management expertise:

The City of Langley has been working on advancing our capabilities in AM for several years. We have completed several activities that have brought us to an intermediate level: 1) We established a cross-functional team that is made up of members from across the organization; Ghazal Shirazian is also responsible for overseeing the City's asset management program development alongside the Manager of Engineering Services, Hirod Gill. 2) Improved our data. The City has now undergone condition assessments for its Road Network, Buildings & Properties, Facilities, and Water & Sanitary asset classes. 3) We have prioritized asset management training for our staff, such as supporting Ghazal Shirazian, Infrastructure Engineer, with receiving her Asset Management Planning Certificate provided by APWA in November 2022. 4) We have developed formalized lifecycle and risk frameworks that will help the City plan both short- and long-term capital needs and establish a standard approach to determining asset level risk.

3. Proposed Activities. Please describe the specific activities you plan to undertake (i.e. baseline assessment, asset management policy, asset management plan, training, etc.)

As an extension of the project phase completed last year and in alignment with the BC Framework, the City of Langley is planning to develop a Levels of Service Framework and develop a comprehensive Asset Management Plan that includes the previously developed lifecycle and risk building blocks (discussed in section 4). This will further assist the City in providing adequate and sustainable services to the entire community.

4. Progress to Date. If you have previously received funding under the Asset Management Planning program, or through the Canada Community-Building Fund, please provide an update on the outcomes of those funded projects or a summary of progress to date.

With the help of PSD Citywide consultants, the City applied for the Fall 2022 UBCM AM funding to update its inventory related to Facilities which involved extensive data collection, training workshops, and staff assessments to establish a clearer understanding of the performance and condition of their Facilities' asset class. This project has helped the City improve its Facilities asset register so that it can support sophisticated long-term planning. The City also developed lifecycle and risk frameworks for key asset categories such as Roads, Water, and Sewer, which allowed the City to better use its asset data for planning and informing staff on prioritizing asset interventions.

In addition to receiving the Fall 2022 funding, the City previously received funding from the Spring 2021 and Fall 2021 Asset Management Planning Program for their Pavement Condition Assessment and Building & Property Assessment. The Spring 2021 funding provided the City with a baseline pavement condition assessment performed by Streetscan Canada that serves as a foundation for their asset management development and is intended to be used in future plans and capital projects. The Fall 2021 funding gave the City a baseline for all of its facilities' building components, structure, mechanical, flooring, roofing, electrical, doors, windows, etc. to be used for future maintenance and activities. As a small community, these projects would not have

been possible without the grant funding provided by UBCM which has helped to slowly strengthen the City's asset management practices to get us to where we're at currently.

5. Intended Outcomes, Deliverables & Impacts on Local Government. What will your project achieve? What will be the specific deliverables? List any policies, practices, plans, or local government documents that will be developed or amended as a result of your project.

The intended outcome of a Levels of Service (LOS) framework is to help staff with determining the right balance between cost, risk, and performance. PSD Citywide will be providing a report identifying how factors such as the City's aging infrastructure, growth & demographic changes, fiscal capacity, natural environment, and organizational capacity may influence the City's current and future levels of service. In addition, key performance metrics will be developed and tracked over an annual cycle to gain a better understanding of the current level of service supplied to citizens. This framework will allow staff to demonstrate the impact of decisions in a long-term manner and measure the ongoing success of our asset management program.

As a key element of any comprehensive AMP, analyzing the current condition of assets will help to inform lifecycle management strategies, condition assessment strategies, and the development of long-term capital forecasts. Similarly, the State of the Infrastructure (SOTI) Report includes data and information on each asset class, including inventory, replacement cost, asset condition, service life remaining, average age, and capital needs forecasts to help the City pinpoint how much we own and what these assets are worth. Measuring in-service dates and estimated useful lives across all asset categories will allow the City to develop an annual forecast of asset replacement requirements. This approach of developing key building blocks first (lifecycle, risk, LOS) ensures that the City will be better positioned to develop an asset management plan that balances short-term service objectives with long-term goals and risks.

6. Additional Information. Please share any other information you think may help support your submission.

SECTION 3: Required Attachments

Please submit the following with your application:

- Council/Board Resolution – Indicating local government support for the proposed project and a willingness to provide overall grant management;
- Detailed budget including itemized costs/activities that will be funded by the grant and separating out community contributions from the applicant and/or other grant funding;
- For eligible projects that are also funded through FCM, the complete MAMP application package and notice of funding approval from FCM is required to be submitted.

Submit the completed Application Form and all required attachments as an e-mail attachment to lgps@ubcm.ca and note "2023 Asset Management Planning" in the subject line. Submit your application as either a Word or PDF file(s).

SECTION 4: Signature

Applications are required to be signed by an authorized representative of the applicant. Please note all application materials will be shared with the Province.

I certify that: (1) to the best of my knowledge, all information is accurate, (2) the area covered by the proposed project is within the applicant's jurisdiction.

Name: Ghazal Shirazian

Title: Infrastructure Engineer

Signature:

Date: August 29, 2023

**A certified digital or original signature is required*