



City of Port Moody

Report/Recommendation to Council

Date: February 1, 2021
Submitted by: Engineering and Operations Department – Solid Waste, Fleet, and Shared Services Division
Subject: Corporate Policy – Vehicles and Equipment

Purpose

To present Corporate Policy – 11-5230-2021-01 – Vehicles and Equipment for Fleet Services for Council consideration. This draft policy aims to provide guidance in managing the City's fleet in a safe, practical, cost effective, and environmentally responsible manner.

Recommended Resolution(s)

THAT Corporate Policy – 11-5230-2021-01 – Vehicles and Equipment be approved as recommended in the report dated February 1, 2021 from the Engineering and Operations Department – Solid Waste, Fleet, and Shared Services Division regarding Corporate Policy – Vehicles and Equipment.

Background

The City has the following policies and guidelines in place relating to its vehicle and equipment fleet:

- Vehicle and Equipment Program;
- Corporate Policy – 05-2020-01 – Tangible Capital Assets;
- Corporate Policy – 03-1200-01 – Purchasing Policy; and
- Administrative Policy – 01-0620-01 – Green Fleet (currently being reviewed).

Discussion

Staff have reviewed existing policies and researched the fleet management policies of other BC municipalities. In consultation with other City departments, staff have drafted a new policy to provide guidance to in managing the City's fleet. Draft Corporate Policy – 11-5230-2021-01 – Vehicles and Equipment is included as **Attachment 1** for Council's consideration.

The draft Vehicles and Equipment Policy builds on the City's established policies, principles, and guidelines, and incorporates best practices from other municipalities. The key principles of the policy are:

1. Working Towards a Green Fleet – includes reducing fleet size, replacing existing units with more environmentally-friendly units, increasing the sharing of units, and reducing the City's carbon footprint;
2. Right Sizing the Fleet – includes mechanisms for reviewing the number of units for different types of vehicles and equipment, and reducing fleet size where feasible;
3. Continuously Reviewing the Functionality of Individual Units – includes mechanisms for reviewing the technical requirements when replacing units, and replacing outgoing units with smaller ones where feasible;
4. Strategically Planning Vehicle Ownership (ownership vs. lease) – based on using life-cycle costing principles in comparing lease versus ownership decisions;
5. Maintaining Equipment to Ensure Safety, Reliability, and to Extend Life Cycles – includes City policies regarding completing routine and specialized maintenance and repair work in-house versus outsourcing that work;
6. Establishing and Following Service Priorities – includes consideration of agreed-upon service levels and equipment criticality;
7. Ensuring Safe Vehicle and Equipment Operations – includes monitoring compliance with the City's vehicle training and operating policies and programs;
8. Replacing Vehicles and Equipment at the Right Time – includes consideration of mechanical condition, reliability, functionality, and changing regulations;
9. Monitoring Fleet Use Including use of Telematic Devices – includes consideration of installing data acquisition and reporting devices where practical in all vehicles and equipment to support implementation of the above principles; and
10. Self-Insuring with the Vehicle Collision Reserve – allows for the City to self-insure against minor vehicle collisions or damage using the Vehicle Collision Reserve.

A separate Administrative Policy that details procedures, guidelines (such as target useful vehicle and equipment lifespans), and interdepartmental responsibilities will be completed following Council adoption of the Corporate Policy.

The draft Vehicles and Equipment policy will support the City in achieving the climate emergency goals established by Council in 2019. In particular, working towards a green fleet supports the goal of having 50% of all cars driven on City roads be zero emissions vehicles by 2030. Right sizing the fleet, optimizing functionality, and ensuring appropriate levels of maintenance and monitoring will also help reduce the carbon emissions of the City's Vehicle and Equipment fleet.

Other Option(s)

THAT staff report back with an updated Corporate Policy – 11-5230-2021-01 – Vehicles and Equipment based on Council feedback.

Financial Implications

There are no financial implications associated with the recommendation in this report.

Communications and Civic Engagement Initiatives

There are no communications or civic engagement initiatives associated with the recommendation in this report.

Council Strategic Plan Objectives

This initiative supports the 2019-2022 Council Strategic Plan Priorities of Exceptional Service, Environmental Leadership, Healthy City, Economic Prosperity, and Community Evolution.

Attachment(s)

1. Draft Corporate Policy – 11-5230-2021-01 – Vehicles and Equipment.

Report Author

Paul LeBlanc

Manager of Solid Waste, Fleet, and Shared Services

Report Approval Details

Document Title:	Corporate Policy – Vehicles and Equipment.docx
Attachments:	- Attachment 1 - Draft Corporate Policy - 11-5230-2021-01 - Vehicles and Equipment.pdf
Final Approval Date:	Mar 8, 2021

This report and all of its attachments were approved and signed as outlined below:

Jeff Moi, General Manager of Engineering and Operations - Mar 4, 2021 - 12:55 PM

Dorothy Shermer, Corporate Officer - Mar 5, 2021 - 12:04 PM

Rosemary Lodge, Manager of Communications and Engagement - Mar 5, 2021 - 12:35 PM

Paul Rockwood, General Manager of Finance and Technology - Mar 7, 2021 - 4:39 PM

Tim Savoie, City Manager - Mar 8, 2021 - 11:26 AM