

	Policy Title: Asset Management	Policy No: C0-024
	Authority: Council	Classification: n/a
	Date Adopted: December 11, 2023	Motion No: 2023-369
Historical Changes:		

Purpose:

To provide the framework for the development of the District's Asset Management strategy and capacity to support the delivery of sustainable community services through the management of its assets.

Scope:

This Policy applies to a broad strategic framework that encompasses many disciplines and involves the entire organization. The term asset management, as used in this document, is defined as "an integrated approach involving planning, finance, engineering, and operations to effectively manage existing and new infrastructure in order to maximize benefits, reduce risk, and provide satisfactory levels of service to community users in a socially, environmentally, and economically sustainable manner." ¹

Definitions:

Defined word	Definition
Assets	Assets are an engineered, cultural, or natural component that provides a valuable service to the community or otherwise supports service delivery.
Asset Management	Asset Management is a formalized, integrated, collaborative and continuous process of informing and making decisions about the District's assets so that they support sustainable service delivery. It includes the processes, practices, and systems that help support informed decisions that consider lifecycle cost, risk, and level of service. This includes bringing together the skills, expertise, and activities of people, and asset, and financial information.
Asset Management Policy	Asset Management Policy provides direction for the purpose, scope, definition, principles, and responsibilities for asset management at the District.
Engineered Assets	Engineered Assets are infrastructure that have been designed and constructed and are owned by the District (e.g., roads, streetlights, buildings, storm, and sanitary infrastructure). This also includes other physical assets acquired by the District (e.g., vehicles, specialty

¹ Asset Management BC. 2019. "Asset Management for Sustainable Service Delivery – A BC Framework." 56pp. <https://www.assetmanagementbc.ca/wp-content/uploads/Asset-Management-for-Sustainable-Service-Delivery-A-BC-Framework-.pdf>

	equipment, and park furniture). These assets must be operated, maintained, managed, and, ultimately replaced as they wear out.
Full Life-Cycle Costing	Full Life-Cycle Costing considers total cost in today's dollars of the cost to construct or purchase an asset, the cost of maintaining the asset, and the future cost to replace the asset including site rehabilitation.
Levels of Service	The service level delivered to the public by the District. This includes the types of services provided (e.g., parks, playgrounds, bike lanes, and transportation networks), the standard of infrastructure in place (e.g., concrete sidewalks versus gravel paths), or the standard to which infrastructure is maintained (e.g., the frequency of scheduled curb sweeping, frequency of road surface maintenance). The desire of Council or the public for a particular Level of Service will directly affect utility fees and/or taxation.
Natural Assets	Natural Assets are naturally occurring land features or subsurface features which perform or support service delivery to the District (e.g., aquifers, rivers, forests, areas of land that are preserved as natural areas, creeks, and unique habitat). This category includes artificial engineered natural assets (e.g., bioswales, rainwater management ponds) that mimic the function of naturally occurring features (e.g., ditches, ponds, wetlands, and vegetated areas). A few examples of services provided by Natural Assets include flood protection, drainage and rainwater management, water treatment and storage, recreation, and air quality regulation. If these assets did not exist, Engineered Assets would be required to provide these services. Natural Assets must be operated and maintained but require no replacement if managed appropriately.
Risk	Risk is the analysis of the 'likelihood' and the 'consequences' of a given event. Establishing the risk associated with lower infrastructure performance due to Levels of Service or postponement of asset replacement will identify system vulnerabilities and assist in prioritizing maintenance standards and asset replacement. For example, puddles on a gravel walkway may have a high likelihood of occurring but the consequences are not significant. In comparison, an ageing sanitary main may have a high likelihood of failure and the consequences of a break may be significant.
Sustainable	Sustainable means ensuring the current community service needs do not compromise the ability of meeting the needs of future generations. In relation to Asset Management a sustainable approach takes into consideration the social, environmental, and economic factors affecting the benefits and costs of existing and new assets or services.
Sustainable Service Delivery	Sustainable Service Delivery is an approach to delivering infrastructure services that provides an appropriate level of service to the community while balancing trade-offs between potential risk and fiscally responsible decisions.

Principles:

- 1) The District will maintain and manage assets at sustainable Levels of Service to support public safety, community well-being, and community goals.
- 2) The District will monitor Levels of Service, risk, and infrastructure standards to ensure they support community goals, as well as meet Council strategic objectives.
- 3) The District will develop and maintain asset inventories of all critical assets.
- 4) Information and data are available and accessible to all who need it; and used alongside professional judgement to inform decisions.
- 5) The District will use full life-cycle costing principles to inform decisions when developing infrastructure replacement strategies.
- 6) The District will support condition assessments of assets as required; and use relevant condition information to inform decisions to define and extend useful life expectancy of assets.
- 7) The District will plan to ensure sufficient resources are in place to enable sustainable service delivery and continuous improvement in asset management.
- 8) The District will plan financially for the appropriate level of maintenance of assets to deliver service levels and to extend the useful life of assets by considering the full lifecycle of the asset.
- 9) The District will plan to ensure sufficient resources are in place to enable the decommissioning of infrastructure assets.
- 10) Where appropriate, the District will consider and incorporate asset management processes and practices in its other corporate strategies, policies, plans and initiatives.
- 11) The District's approach to asset management builds the District's resiliency to climate change and supports its climate change adaptation and mitigation goals.
- 12) The District will establish an Asset Management Reserve Fund to support sustainable service delivery.
- 13) The setting of taxation, user rates, fees, and charges is informed by the full lifecycle cost of service delivery.
- 14) The District regularly reviews its asset management processes and practices to track and communicate progress towards its goals set out in this Policy.

Roles and Responsibilities:

District Council is responsible for:

- Approving this policy and amendments.
- Setting levels of service and risk tolerance based on an understanding of life cycle costs.
- Approving resources to support the implementation of this Policy.
- Supporting established asset management program and financial strategy.

References:

Policy Number:	C0-024
Policy Owner:	Director of Operations
Endorsed by:	Leadership Team
Final Approval:	Council
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Related Policies:	
Related Publications:	

Contact Information:

Position: Director of Operations