



## ADMINISTRATION POLICY

<b>TITLE: Asset Management Policy</b>		<b>POLICY #: A-02-2020</b>
<b>Authority:</b> Chief Financial Officer	<b>Effective Date:</b> February 24, 2020 <b>Review Date:</b> <b>Annually</b>	
<b>Issued By:</b> Chief Financial Officer <b>Issued Date:</b> February 27, 2020	<b>Approved By:</b> Council <b>Approved Date:</b> February 24, 2020 <b>Resolution #:</b> R-2020-58	

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**PURPOSE:** To provide the framework for the development of the Village’s Asset Management capability that supports the delivery of sustainable service through the management of its assets.

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### **POLICY:**

Asset Management is an integrated process, bringing together skills, expertise and activities of people; with information about a community’s physical assets; and finances; so that informed decisions that support sustainable service delivery can be made (Asset Management for Sustainable Service Delivery, A BC Framework). It’s about being good stewards of infrastructure and community assets by making sure infrastructure is well cared for and that decisions about how to maintain and invest in infrastructure are adequately informed. The term asset management, as used in this document, is defined as “the application of sound technical, social and economic principles that considers present and future needs of users, and the service from the asset”.

The following will help guide the Village as it undertakes Asset Management:

a) Level of Service (LOS)

- Maintain and manage infrastructure assets at defined levels to support public safety, community well-being and community goals.
- Monitor standards and service levels to ensure that they meet/support community and Council goals and objectives.

b) Informed Decision Making

- Make informed decisions, identifying all revenues and costs (including operation, maintenance, replacement and decommission) associated with infrastructure asset decisions, including additions and deletions. Tradeoffs should be articulated and evaluated, and the basis for the decision recorded.
- Develop and maintain asset inventories of all infrastructure.
- Minimize risks to users and risks associated with failure.



c) Minimum Sustainable Cost

- Establish infrastructure replacement strategies through the use of full life cycle costing principles and minimizing total life cycle costs of assets
- Plan financially for the appropriate level of maintenance of assets to deliver service levels and extend the useful life of assets.
- Plan for and provide stable long term funding to replace and/or renew and/or decommission infrastructure assets.

d) Public & Stakeholder Participation

- Report to citizens regularly on the status and performance of work related to the implementation of this asset management policy.
- Establish organizational accountability and responsibility for asset inventory, condition, use and performance.
- Regularly obtain feedback from the community regarding their priorities

e) Social & Environmental Responsibility

- Manage assets not only to achieve compliance with statutory requirements but also to achieve social and environmental goals of a healthy community, clean water, ecological health, air quality and climate resilience.
- Consider effects of climate change and strive to build resilience.
- Recognize Natural Assets provide essential service, increase community resilience to climate change and manage them in similar manner to engineered assets to enhance sustainability.

f) Integration

- Integrate corporate, financial, business, technical and budgetary planning for infrastructure assets
- Where appropriate, consider and incorporate asset management in its other corporate plans.

g) Continuous Improvement

- Follow the *Asset Management for Sustainable Service Delivery: A BC Framework*
- Pursue best practices where available.

**Roles & Responsibility**

While staff, public or other agencies may provide input on the nature of this policy, Council retains sole authority to approve, update, amend or rescind the policy. The responsibility of implementation is delegated to staff.

<b>Role</b>	<b>Responsibility</b>
Adopt Asset Management Policy	Council
Exercise stewardship of assets	Council, CAO, CFO
Implement Policy	CAO, Staff
Establish levels of service	Council, staff



Develop and maintain infrastructure strategies including development & service plans	CAO, public works, CFO
Report to citizens on status of community's infrastructure and asset management program	Council, CAO, CFO
Ongoing review of policies, issue identification and policy updates	Council, staff
Integrated asset management, including inventories, condition, service levels, mapping, financial plans for appropriate level of maintenance, rehabilitation, extension and decommission of assets and full life cycle costing	CFO, public works
Implement and maintain Geographic Information Systems and associated datasets	CFO