

CITY OF CASTLEGAR

EMPLOYEE POLICY AND PROCEDURE MANUAL

Corporate Asset Management Policy	
Section: Finance	Resolution No: R054-19
Policy Number: 3-5.	Effective Date: February 2, 2019
	Amended by:

GENERAL STATEMENT:

To express the commitment and intentions of The City of Castlegar to plan, design, construct, acquire, operate, maintain, renew, replace and dispose of the City's assets in a way that preserves sound stewardship of public resources while balancing levels of service and risk. The policy has three fundamental goals which include:

Ensure Sustainable Management of limited resources

- Develop and identify level of service expectations across work groups
- Balance level of service expectations with long-term affordability
- Develop a focus on preventative tasks to ensure assets are meeting and exceeding expected lifecycle and to minimize emergency maintenance.
- Reduce the impact of deferred maintenance and replacement on future generations

Be resilient to changes

- Minimize impacts of Council and Staff turnover on asset management
- Integrate the impacts of climate change into asset management planning to reduce risk from increased exposure to extreme events.
- Manage aging assets properly to minimize risk
- Proactively address long-term budget and service impacts including both potential population and demographic changes

Maintain the public's trust

- Improve accountability and transparency to meet the expectations of Council and the Public.
- Demonstrate responsibility, stewardship, due diligence, and respect for all City-owned assets including the integration of Best Management Practices
- Ensure City departments and disciplines are working together to develop comprehensive and transparent plans
- Incorporate socio-economic considerations, such as willingness to pay or financial position, into plans

TERMS AND DEFINITIONS

For the purposes of this document, the following definitions apply:

Asset An item, thing or entity that has potential or actual value to an organization. Assets are not-restricted to those items that have monetary value.

Asset Management Coordinated activity of an organization to realize value from assets.

Asset Management Plan Documented information that specifies the activities, resources, and timescales required for an individual asset, or a grouping of assets, to achieve the organization's asset management objectives.

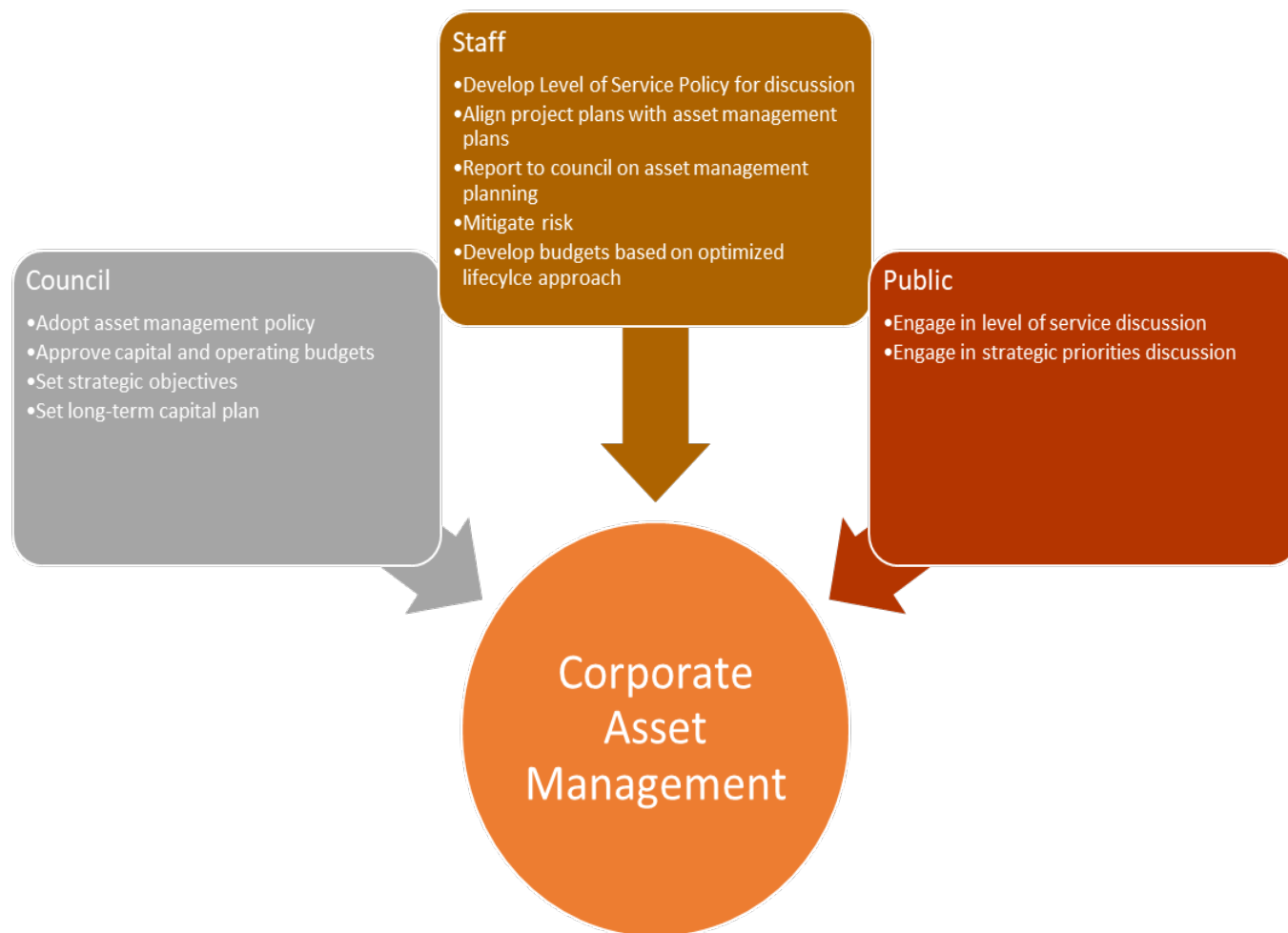
Asset Management System The people, processes, tools and other resources involved in the delivery of asset management. **Asset System** Set of assets that interact or are interrelated.

Corporate Asset Management The application of asset management principles at a corporate level to maximize consistency among diverse asset groups. Corporate asset management creates efficiency by harmonizing service levels and business processes wherever possible.

Lifecycle Stages involved in the management of an asset.

Level of Service Parameters or a combination of parameters, which reflect social, political, environmental and economic outcomes that the organization deliver

ROLES AND RESPONSIBILITY



POLICY

The overall policy sets out a number of goals and priorities that the City will achieve in an effort to support the City's Asset Management Plan. As part of this policy, the City will:

1. Develop, maintain and update asset inventories for all City owned assets
2. Develop asset management plans for all City owned assets
3. Maintain and manage City owned assets at defined levels of service
4. Establish and monitor standards and service levels to ensure Council objectives are met
5. Establish asset replacement strategies through the use of full life cycle costing and total cost of ownership principles
6. Consider and incorporate asset management strategies where reasonable in City plans including community planning processes
7. Track progress and provide regular reports

As well, the City shall:

1. Allocate funding for new assets only after considering the full life cycle costs – including maintenance costs - and the economic, environmental, and social benefits of the new asset, seeking to minimize the asset total life cycle cost
2. For all new assets consider future maintenance, operation, upgrade, renewal and/or replacement and decommission requirements as part of the decision making process.
3. Integrate levels of service into the asset decision making process
4. Establish organizational accountability and responsibility for asset inventory, condition, use and performance
5. Strive to ensure the long-term financial plan supports sustainable service levels.
6. Integrate the decision-making process for assets to include corporate, financial, land-use, community, environmental, social, technical and budgetary plans and perspectives
7. Undertake public consultation with stakeholders and citizens where appropriate
8. Minimize, manage and mitigate risks to users and risks associated with asset failure
9. Adopt a culture of continuous improvement
10. Update and maintain infrastructure inventory and life cycle data
11. Report on the performance of the asset management strategy and plans

Asset management ensures the right balance of assets, strategy, people and business processes, to deliver established levels of service through an optimized risk-based decision-making approach. The City is committed to manage this program in an organization-wide manner that preserves the whole lifecycle of an asset and will be achieved by integrating this policy into day-to-day decision making.