

## F1.13 Asset Management Policy



## Regional Board Policy

### Asset Management Policy

<b>Category:</b> General	<b>Policy Number:</b>	<b>Replaces:</b> 2016-06B-33	
<b>Type:</b> <input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure	<b>Authority:</b> <input checked="" type="checkbox"/> Board <input type="checkbox"/> Administrative	<b>Approved By:</b> <input checked="" type="checkbox"/> Board <input type="checkbox"/> CAO <input type="checkbox"/> Department Head	
<b>Office of Primary Responsibility:</b> Finance Department			
<b>Date Adopted:</b>	<b>Board Resolution Number:</b>	<b>Date to be Reviewed:</b>	
<b>Manner Issued:</b> CRD Policy Manual			

#### **PURPOSE:**

The Cariboo Regional District (CRD) is committed to managing its infrastructure assets sustainably to deliver efficient, effective, and resilient services that align with our Strategic Priorities and the AMBC Asset Management Framework. This policy establishes a framework for maintaining and sustaining the CRD's engineered and natural assets.

#### **POLICY:**

##### **1. Scope**

- 1.1. This policy applies to all physical assets owned, managed, or operated by the CRD. These include:
  - a) Water and Wastewater Systems: Treatment plants, distribution, and collection infrastructure.
  - b) Solid Waste Management Facilities: Landfills, transfer stations, and recycling facilities.
  - c) Fire Protection and Emergency Services Infrastructure: Fire halls, equipment, and hydrant systems.
  - d) Parks and Recreational Facilities: Trails, playgrounds, green spaces, and regional parks.
  - e) Community Halls and Public Buildings: Libraries, meeting spaces, and administrative facilities.

- 1.2. Transportation systems (e.g., roads, bridges) are outside CRD's management scope, and are excluded from this policy.

## 2. Guiding Principles

- 2.1. **Risk-Based Decision Making** – Use a structured approach to identify, assess, and prioritize asset risks to inform investment decisions, ensuring that resources are allocated efficiently to minimize service disruptions and maximize resilience.
- 2.2. **Recovery of Service Costs** – The lifecycle costs of delivering each CRD service are fully recoverable and funded from users and participants of that service.
- 2.3. **Continuous Improvement** – The CRD continuously improves its asset management practices and capabilities over time, with priorities for improvement articulated in an Asset Management Strategy.
- 2.4. **Alignment with Strategic Priorities** – Integrate asset management practices with CRD's broader strategies, including growth planning and sustainability initiatives.
- 2.5. **Levels of Service (LOS)** – Establish clear, measurable service level targets for each asset category, linking asset management decisions to performance expectations, community needs, and financial capacity.
- 2.6. **Sustainable Service Delivery** – Ensure infrastructure services are delivered in a socially, economically, and environmentally responsible manner, safeguarding future generations.
- 2.7. **Lifecycle Management** – Consider the total cost of ownership across an asset's lifecycle, from acquisition to decommissioning, to optimize investment decisions.
- 2.8. **Climate Resilience** – Incorporate climate adaptation measures and green infrastructure to mitigate risks such as flooding, wildfires, and extreme weather.
- 2.9. **Transparency and Accountability** – Commit to open communication about asset management decisions, performance, and progress.
- 2.10. **Community Engagement** – Actively engage the public and stakeholders in defining service levels, prioritizing investments, and planning future infrastructure projects.

## 3. Strategic Alignment

This policy supports the following regional goals and strategies:

- 3.1. **Strategic Priorities 2022-2026** – Emphasizes collaboration with First Nations, climate resilience, and equitable service delivery.
- 3.2. **AMBC Asset Management Framework** – Provides a structured, data-driven approach for asset planning and decision-making.
- 3.3. **Solid Waste Management Plan** – Ensures environmentally responsible waste management and required supporting infrastructure.
- 3.4. **Official Community Plans(OCPs) and Rural Land Use Plans** – Aligns infrastructure investments with land-use planning and development goals.
- 3.5. **Long-Term Financial Plans** – Aligns financial resources and commitments with asset management strategy, plans, and objectives.

## 4. Roles and Responsibilities

### 4.1. Board of Directors

- a) Support and commit to the development and incorporation of Asset Management principles into Board decision-making processes.
- b) Approve the Asset Management Policy and long-term strategies.
- c) Allocate resources to implement asset management plans.
- d) Provide oversight and monitor progress.

### 4.2. Chief Administrative Officer (CAO)

- a) Ensure policy implementation and alignment with CRD's strategic priorities.
- b) Report progress and key outcomes to the Board.

### 4.3. Asset Management Steering Committee

- a) Oversee cross-departmental collaboration and ensure policy objectives are met.
- b) Develop, monitor, and update asset management strategies and plans.
- c) Maintain the asset inventory and assess asset performance.

### 4.4. Department Heads

- a) Manage the operation, maintenance, and renewal of infrastructure assets.
- b) Provide accurate and timely data for planning and reporting.

### 4.5. Finance Department

- a) Integrate asset management data into budget and long-term financial planning.
- b) Ensure use of Asset Condition Ratings in capital planning processes and decision-making.

### 4.6. Public – Provide input through consultations, surveys, and public meetings to guide service priorities.

## 5. Asset Management Strategy

The CRD's asset management strategy will outline key actions to achieve the objectives of this policy:

- 5.1. **Inventory Management** – Maintain accurate records of asset location, condition, replacement value, and performance.
- 5.2. **Lifecycle Planning** – Incorporate lifecycle costing into all decisions to minimize long-term costs while ensuring service reliability.
- 5.3. **Risk Management** – Conduct risk assessments to identify vulnerabilities and prioritize critical infrastructure investments.
- 5.4. **Performance Monitoring** – Use Key Performance Indicators (KPIs) such as:
  - a) Asset condition ratings.
  - b) Asset risk-to-service ratings.
  - c) Service delivery efficiency.
  - d) Maintenance backlog reduction.

- 5.5. **Climate Adaptation** – Implement measures to increase infrastructure resilience against climate change impacts.
- 5.6. **Financial Integration** – Align asset management planning with CRD’s annual budget cycle and long-term financial plans.
- 5.7. **Strategic Planning Integration** – Embed asset management principles within broader corporate and community strategic planning efforts to ensure alignment with long-term goals and priorities.
- 5.8. **Communication & Stakeholder Engagement** – Develop clear communication strategies to engage internal and external stakeholders, ensuring transparency and informed decision-making in asset management.
- 5.9. **Organizational Capacity Building** – Invest in staff training, knowledge-sharing, and continuous improvement initiatives to enhance asset management expertise and operational effectiveness.
- 5.10. **Data Governance & Decision Support** – Establish data governance policies, ensuring high-quality, standardized, and accessible asset data to support evidence-based decision-making.
- 5.11. **Sustainable Service Delivery** – Ensure asset management strategies balance economic, social, and environmental sustainability to provide reliable services over the long term.

## 6. Climate Resilience

The CRD recognizes the importance of climate resilience in sustaining infrastructure services. Key initiatives include:

- 6.1. **Climate Risk Assessments** – Evaluate vulnerabilities of critical assets to drought, flooding, wildfires, and extreme weather.
- 6.2. **Lifecycle Climate Integration** – Embed climate resilience into asset lifecycle planning by ensuring that infrastructure investments consider long-term environmental risks, operational efficiency, and material durability.
- 6.3. **Climate-Resilient Design Standards** – Adopt updated engineering and design standards that integrate climate projections, requiring the use of durable, weather-resistant materials and innovative construction techniques to extend asset longevity.

## 7. Public Engagement

- 7.1. The CRD is committed to incorporating public input into asset management through:
  - a) Annual Citizen Surveys: Gather feedback on infrastructure satisfaction and service priorities.
  - b) Town Hall Meetings: Discuss major projects and upcoming infrastructure investments with residents.
  - c) Online Platforms: Provide accessible tools for public engagement and real-time updates on infrastructure performance.
- 7.2. Public engagement will be conducted in conjunction with updates to service-specific asset management plans. Results will be reported at Board Meetings.

## 8. Continuous Improvement

CRD commits to continuous improvement in asset management, as specified through the Asset Management Strategy, through:

- 8.1. **Training and Development** – Provide staff with training on lifecycle budgeting, planning, risk management, and emerging technologies.
- 8.2. **Benchmarking** – Compare CRD’s performance with similar regional districts to identify areas for improvement.
- 8.3. **Technology Integration** – Leverage advanced tools such as GIS and asset management software to improve decision-making and efficiency.

## 9. Implementation and Integration

Implementation will ensure all infrastructure decisions align with CRD’s long-term plans and strategic priorities. This policy complements and integrates with:

- 9.1. Asset Management Strategy and Plans.
- 9.2. Financial Plans.
- 9.3. Solid Waste Management and Land Use Plans.
- 9.4. Service-specific Master Plans.
- 9.5. Emergency Preparedness Plans.

## 10. Reporting and Review

- 10.1. The Asset Management Steering Committee will prepare an annual State of Infrastructure Report, detailing:
  - a) Data maturity levels;
  - b) Asset conditions ratings;
  - c) Remaining useful life estimates;
  - d) Replacement valuations;
  - e) Current versus targeted annual replacement funding;
  - f) Service performance against KPIs; and
  - g) Financial implications and investment priorities.
- 10.2. This policy will be reviewed and updated every four years, or as needed, to reflect changes in community needs, legislative requirements, or effective practices.

\*\*\* END OF POLICY \*\*\*

<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority (Resolution #)</u>