

# Appendix J

## AM Policy Checklist



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### Document History

Version	Summary of Changes	Document Status	Date
1	First-generation document for AM Strategy	Final	June 2023

### AM Policy Alignment With AM Strategy Implementation Plan 2023-2027

AM Policy Key Principles/Strategies	Data Management	AM Software Solution	Natural Assets Inventory	AM Plans	IRFS	Unit Cost Database	LTFP	AM Practices Manual	AM Competency Development	Report Progress
<b>Service Delivery to Customers</b> - The District of Saanich will prioritize and direct resources and expenditures in order to deliver levels of service and other community benefits at an acceptable level of risk and will do the following:										
Maintain and manage infrastructure assets at defined levels to support the themes from the Official Community Plan and goals included in the Strategic Plan;				✓	✓		✓			✓
Plan financially for the appropriate level of maintenance of assets to deliver service levels and extend the useful life of assets;				✓	✓	✓	✓			
Report to Council and citizens regularly on the status and performance of work related to the implementation of this asset management policy;				✓	✓		✓			✓
Demonstrate transparent and responsible asset management processes that align with demonstrable best practice;	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Consult with stakeholders when appropriate;				✓	✓		✓			✓
Consider the criticality of the services provided and minimize the risks of disruption and failure.				✓			✓	✓	✓	
<b>Long-Term Sustainability and Resilience</b> - The District of Saanich will consider socio-cultural, environmental and economic factors and implications when making and implementing asset management decisions, and will do the following:										
Ensure capacity and operational capabilities are identified and responsibility for asset management is allocated;				✓					✓	



## Asset Management Program



AM Policy Key Principles/Strategies	Data Management	AM Software Solution	Natural Assets Inventory	AM Plans	IRFS	Unit Cost Database	LTFP	AM Practices Manual	AM Competency Development	Report Progress
Define and articulate asset performance, maintenance and replacement standards and outcomes;				✓						
Manage assets sustainably considering the life cycle costs of assets;				✓	✓		✓	✓	✓	
Consider the effects of climate change in the design, renewal, maintenance and replacement of assets;				✓			✓	✓	✓	
Determine and maintain the replacement value of assets;				✓	✓	✓	✓			
Establish optimum asset renewal and replacement strategies that are informed through the use of life cycle costing and risk analysis.				✓						
<b>Holistic Approach</b> - The District of Saanich will ensure that decisions are made collaboratively and consider all life-cycle stages and the interrelationships between asset performance, operational performance and overall performance, and will do the following:										
Where appropriate, consider and incorporate asset management in other corporate plans;				✓				✓		
Establish and maintain organizational accountability and responsibility for asset inventory condition, use and performance;	✓	✓		✓				✓		
Create a corporate environment where all employees take an integral part in overall management of District assets by creating and sustaining asset management awareness throughout the organization;								✓	✓	
Implement and sustain asset management principles and practices across all departments and service areas by adopting a formal, consistent, repeatable approach to the management of its assets;								✓	✓	
Consider the planning and coordination with other governments within the region.				✓						
<b>Fiscal Responsibility and Asset Management Decision-Making</b> - The District of Saanich will develop prioritized capital investment plans that reflect established levels of service and other strategic objectives, and will do the following:										
Establish infrastructure replacement strategies through the use of full life cycle costing principles;				✓						



## Asset Management Program



AM Policy Key Principles/Strategies	Data Management	AM Software Solution	Natural Assets Inventory	AM Plans	IRFS	Unit Cost Database	LTFP	AM Practices Manual	AM Competency Development	Report Progress
Plan for and provide stable long term funding to replace and/or renew and/or decommission infrastructure assets;					✓		✓			
Make informed decisions, identifying all revenues and expenses (including operations, maintenance, renewal, replacement, and decommissioning) associated with asset decisions, including additions and deletions;				✓	✓	✓	✓			
Integrate corporate, financial, business, and technical planning for assets;	✓	✓		✓				✓	✓	
Optimize the use of available resources;	✓	✓		✓				✓	✓	
Determine and maintain the condition of assets and their expected service life;	✓	✓		✓						
Meet legislative and regulatory requirements for asset management:				✓						
Ensure consideration of equity between current and future rate and tax payers.				✓	✓		✓			
<b>Continual Improvement - The District of Saanich views continual improvement as a key part of our asset management approach, and will do the following:</b>										
Monitor and periodically review the effectiveness of the asset management processes and systems in supporting the delivery of strategic objectives, and will make adjustments as required;										✓
Assess the asset management competencies required and provide the necessary support, education and training to staff;									✓	
Periodically review this asset management policy.										✓