



CITY OF YELLOWKNIFE

Policy Title: **ASSET MANAGEMENT POLICY**
Approved By: **Council Motion #0105-21**
Effective Date: **June 15, 2021**

1 PURPOSE

The goal of Asset Management is to manage existing and new assets to safely and cost-effectively deliver services in such a way that the current needs of the community are met without compromising the ability of future generations to meet their own needs. It accomplishes this through a system of procedures and tools that are guided by a set of principles applied across the organization.

This policy establishes direction and guidance for the City's Asset Management practice.

2 SCOPE

This policy applies to all assets which are deemed to be of significant financial, social, cultural, or environmental value to justify the cost of formal management.



3 DEFINITIONS

“Asset”	An asset is an item, thing, or entity that has potential or actual value to an organization. The value can be tangible or intangible, and financial or non-financial.
“Asset Management Plan”	Document(s) that provide an overview of the desired levels of service, state of assets, life cycle management strategy, and financial strategy.
“Asset Management System”	The interrelated objectives, policies, procedures, tools, and training that are used to manage assets to deliver services at the agreed upon levels of service.
“Levels of Service”	A combination of characteristics that reflects the social, political, environmental, and economic outcomes of the services the municipality aims to deliver to its customers. The characteristics can include safety, quantity, quality, cost, customer satisfaction, capacity, availability, reliability, responsiveness, and environmental acceptability of services.
“Life Cycle Cost” “Whole Life Cost”	The total cost of owning an asset. This includes costs associated with acquisition, operation, maintenance, renewal/replacement, and disposal.
“Risk”	The chance of an event with unwanted consequences. Risk is made up of the likelihood of the event and the severity of the consequences. There are many types of consequences including impacts to health and safety, the environment, service delivery, and finances.
“Services”	Any outcomes deemed important enough by citizens that they are willing to pay the municipality to deliver them. The City owns assets in order to deliver services.



4 POLICY

The City will practice Asset Management in accordance with the following principles:

Service Delivery to Customers

Levels of service will balance community expectations with regulatory requirements, risk, life-cycle cost, available resources, and willingness to pay. Levels of service performance will be routinely reported to the public.

Systematic, Data-Based Decisions

Decisions to repair, replace, upgrade, or purchase new assets will be evaluated in a formal, consistent, repeatable manner across the organization based on available data regarding performance, condition, life-cycle cost, and risk.

Minimum Sustainable Cost

Levels of service should be delivered at the lowest cost which is socio-culturally, environmentally, and economically sustainable in the long term. The potential needs of future generations, trends in demand and regulatory requirements, the impacts of climate change, and appropriate funding mechanisms will be considered by long term Asset Management plans. Concerns identified in long term plans will be proactively addressed.

Risk Management

The risks associated with delivering services will be assessed and documented. These risks will be prioritized and managed through the investment of resources.

Whole Organization

Asset decisions will be informed by planning, engineering, operations, maintenance, finance, and other strategic functions. Decisions will be made from the perspective of the whole organization rather than in isolation. Where appropriate, asset data will be maintained in a single registry.

Continuous Improvement

Opportunities to improve operational efficiency, including proven new technologies, will be explored and actioned as appropriate. Asset Management procedures and tools will be routinely evaluated and renewed. Staff competency in asset management will be routinely assessed and training will be provided as needed. The effectiveness of the asset management system in supporting the delivery of strategic objectives will be monitored, periodically reviewed, and adjusted as required.



5 RESPONSIBILITIES

City of Yellowknife council members are responsible for adopting policy and ensuring that sufficient resources are applied to manage the City's assets. The City Manager has responsibility for Asset Management strategies, plans, procedures, tools, and training as well as reporting to Council on the effectiveness of Asset Management practices and their outcomes. Asset Management activities may be assigned or delegated internally at the discretion of the City Manager.

6 REVIEW

This policy will be reviewed every three years.

7 RELATED DOCUMENTS

All departments have roles and responsibilities with respect to Asset Management. Where possible and appropriate, Council and staff will consider this Policy and integrate it in the development or updating of corporate documents.

This policy was developed referencing best practice as outlined by:

- International Standards Organization - ISO 55000 Series Standards for Asset Management
- Institute of Public Works Engineering Australia - International Infrastructure Management Manual
- Federation of Canadian Municipalities – Municipal Asset Management Program