

DISTRICT OF
OAK  BAY

REPORT TO: Mayor and Council

FROM: Daniel Horan, Director of Engineering Services

DATE: January 22, 2019

RE: Strategic Planning: Asset Management Program Workshop

This memo serves as a backgrounder for Council in preparation for the Asset Management Program workshop on January 24, 2019. The memo provides some contextual information, a few key references for preparation purposes, as well as summary of what staff propose to achieve during the workshop.

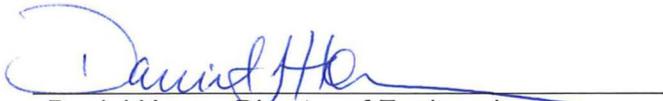
The District has made significant progress in establishing an asset management program and in completing related asset management activities. Council first directed staff to establish the program in 2015. The visual representation of the District's progress (attachment 1) is an excellent place to begin understanding the timelines and key milestones in the asset management planning process. One of the key aims of the workshop will be to establish a common knowledge base about where the District has been with respect to asset management, and what the options for addressing asset management challenges will be going forward. The workshop will begin with a discussion about the material described in the graphic.

Two other documents serve as the foundation for asset management activities for Oak Bay. The first of these foundational documents is the Asset Management Policy (attachment 2), which captures Council's direction to staff regarding asset management practices and infrastructure renewal. The policy describes the District's approach to asset management, including the Asset Management BC definition of what asset management is and the District's direction to adopt some of their best practices.

The second foundational document is the Asset Management Strategy. The District's early asset management activities were focussed on developing an "asset management plan" to address infrastructure and facilities challenges. Through our initial efforts to overcome these infrastructure challenges, it became clear that the best way to manage assets in the District is to consider the ongoing and the planned activities as a program of projects, all aiming to achieve the end goals of sustainable service delivery through operationalized asset management practices. There are multiple projects, some of which are already underway or completed, that fall under the umbrella of asset management. In this context, a program is defined as a group of related projects managed in a coordinated way to gain a benefit that might not be realized by managing the projects individually. Oak Bay's Asset Management Strategy (Attachment 3) is the program charter for the Asset Management Program. The strategy document clarifies the strategic intent, clarifies what the deliverables are and the activities/resources required to deliver them, and also serves to manage the expectations of staff, Council and the community.

Once a common understanding of asset management practices and the program has been reached, the focus of the workshop will shift into the aspects of the asset management program that are meant to be tackled in the coming years. This will include a discussion related to Council's guidance related to timelines, resources and expectations for the asset management program.

Respectfully submitted,



Daniel Horan, Director of Engineering
Services

ATTACHMENTS

- Rpt. Attach. 1 – Visual Aid – Asset Management Program, 2015-2019
- Rpt. Attach. 2 – Asset Management Policy, March 2018
- Rpt. Attach. 3 – Asset Management Strategy, March 2018