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## Capital Asset Registry Policy

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Implements: **By-law #5300 – City of Selkirk Capital Asset Management**

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### **OBJECTIVES**

- Establish the methodology used to build Asset Registry for City's Capital Assets.
- Establish the methodology used to update, maintain, and secure the Asset Registry.
- Establish clear expectations for employees' roles and responsibilities.

### **SUPPORTING POLICY, PROCEDURES, AND TOOLS**

#### **Policy**

CAM-002 Capital Asset Evaluation Policy

CAM-006 Capital Asset Risk Management Policy

#### **Procedures**

CAM-001-001 Procedure to Add a Capital Asset to Asset Registry

CAM-001-002 Procedure to Create a New Detailed Unique Identifier

CAM-001-003 Procedure to Update City Build or Large Infrastructure Projects in Asset Registry

CAM-001-004 Procedure to Dispose of an Asset in the Capital Asset Registry

#### **Tools**

CAM-001-000-01 City of Selkirk Asset Registry

CAM-001-001-01 CAMP Asset Change Form

CAM-001-004-01 CAMP Asset Disposal Form

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## 1 DEFINITIONS

“Administration” means all management and staff of the City of Selkirk as outlined within the City of Selkirk Organization Chart.

“Appropriate Signing Authority” means the individual or position with permission to approve transactions for execution. The approval attests to the appropriateness of the transaction within the City’s budgetary guidelines

“Asset Information Package” means all documents related to an asset, as-built drawings, materials lists, costs schedules- To be provided by a donator/supplier.

“Asset Registry” means the official recording of Capital Assets owned by the City and containing all of the data and information generally considered necessary for the delivery of asset management processes.

“Authorized Purchaser” means any named person or position that has the authority to approve a purchase.

“Capital Asset” means a Natural or Engineered Asset deemed material by the City and included in the City’s Asset Registry.

“Capital Asset Management” means the practice of using an integrated, lifecycle approach to systematically plan, source, construct, operation, maintain, renew and decommission municipal infrastructure assets to manage risk and sustainably achieve a prescribed level of service to the public.

“Chief Administrative Officer” means the Chief Administrative Officer for the City of Selkirk as designated by by-law.

“City” means the City of Selkirk.

“Council” means the Council of the City of Selkirk.

“Donated Asset” means a capital asset that has been donated to the City of Selkirk by a developer, government organization, or community member.

“Engineered Assets” means an asset that has been designed and constructed or manufactured by humans for the delivery of municipal services.

“Levels of Service” means the standards set by the City’s Capital Asset Level of Service Policy which defines service level targets that are required at a minimum, for each municipal service area.

“Life-Cycle Costs” means the sum of all recurring and one-time costs related to the procurement, ownership, operation, maintenance and dispose of an asset or process.

“Natural Asset” means a naturally occurring land, water, air or subservice feature which performs or supports the delivery of a municipal service.

“Procurement Initiator” means any employee requesting a new capital asset.

“Sustainability” means the ability to maintain the characteristics and processes at a particular level, indefinitely into the future.

“Tangible capital assets” are non-financial assets having physical substance that:

- (i) are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets;
- (ii) have useful economic lives extending beyond an accounting period;
- (iii) are to be used on a continuing basis; and
- (iv) are not for sale in the ordinary course of operations

“Third Party Application” means any software product or service that is provided by an external provider in agreement with the Administration for the effective delivery of Capital Asset Management.

## **2 SCOPE**

- 2.1** This policy shall provide direction to Administration, establish standards, and set out responsibilities for the preparation and ongoing maintenance of the City’s Asset Registry.

## **3 CITY SHALL HAVE AN ASSET REGISTRY**

- 3.1** The City of Selkirk shall develop and maintain a digital Asset Registry which contains all necessary data for the successful delivery of the City’s Capital Asset Management program.
- 3.2** The Asset Registry shall be considered the official record for the maintenance and operational management of City’s Capital Assets.
- 3.3** The Asset Registry may exist as a stand-alone digital file or database, or may be stored as data in a Third Party Application. If stored in a Third Party Application, the City must, through formal agreement with the provider of the Third Party Application, retain

ownership of the data and must have reasonable assurance that the data can be migrated to another application or exported in a fashion that ensures its integrity and usefulness as determined by the City.

- 3.4 The Asset Registry shall have the capacity to store all municipal assets that fit within the included asset categories identified in Section 4 of this policy.
- 3.5 The Asset Registry shall have the capacity to store all the Asset Characteristics data as required in Section 5 of this policy.

#### 4 INCLUDED ASSETS

- 4.1 Capital Assets may be included or excluded from the City of Selkirk’s Asset Registry by approval of the Chief Administrative Officer. Capital Assets included in the Registry shall be formatted by class and subclass as outlined in the table below.

Asset Class	Asset Sub Class
<b>Facilities</b>	Civic Buildings
	Community Halls
	Heritage Buildings
	Library
	Recreation and Culture Buildings
	Storage Buildings
	Wastewater Buildings
	Water Buildings
<b>Fleet</b>	Bus
	Fire Truck
	Road Equipment
	Trailer
	Truck (1 ton & under)
	Truck (over 1 ton)
<b>Land Improvements</b>	Parking Lot Base
	Parking Lot Surface
	Pathway Base
	Pathway Surface
<b>Machinery &amp; Equipment</b>	Cleaning Equipment
	Equipment
	Fire Equipment
	Fuel Tank
	Gas Equipment
	Ice Resurfacing Equipment
	Pumps
	Stage
<b>Road Network</b>	Road Base
	Road Curb

	Road Subbase
	Road Surface
	Sidewalk Base
	Sidewalk Surface
<b>Storm Network</b>	Storm Main
	Storm Manhole
	Storm Manhole Frame & Cover
<b>Wastewater Network</b>	Wastewater Main
	Wastewater Manhole
	Wastewater Manhole Frame & Cover
<b>Water Network</b>	Fire Hydrant
	Water Main

## 5 ASSET CHARACTERISTICS

**5.1** The Asset Registry shall record the following Asset Characteristics for each and every Capital Asset according to their Asset Class as listed in the following table:

<b>Asset Characteristics</b>	<b>Definition</b>
Asset ID	A specific identifier representing the service an asset provides; regardless of the asset delivering the service.
On Location	The City of Selkirk street name, city building, or landmark where an asset is located
Location Type	The method in which the location of an asset is referenced [Point Reference, Block Reference, Local Description, Moveable Asset]
Section From To	Two reference points indicating the beginning and the end of an assets "On Location"
Section From	A reference point indicating the beginning of an assets "On Location" [East or South ]
Section To	A reference point indicating the end of an assets "On Location" [West or North]
Asset Name	A common name used to identify a single asset, or a collective reference for a group of assets
Service Area	Service Area means a group of assets that are related and function with one another to provide one larger service.
Asset Class	A grouping of assets of a similar nature and use within the Asset Registry

Asset Subclass	A sub-category of assets with similar characteristics, within a parent Asset Class
Detailed Unique Identifier	A unique identification code that is created using sequential numbers and an alpha code representing the Subclass an asset belongs to. The Detailed Unique Identifier will not be repeated once an asset has retired and the replacement asset has been put in service.
Asset Relationship Type	The relationship that an asset has with the surface of the location listed as the "On Location"
Asset Ownership	Ownership of an asset within the City of Selkirk [General Municipal or Utility Capital]
Year Constructed/Donated/Procured	The year an Asset was put into service by the City of Selkirk
Selkirk's Estimated Service Life	Estimated period over which a capital asset is expected to be used as determined by the City of Selkirk
Selkirk's Replacement Year	The year an asset is predicted to require replacement as determined by Selkirk's estimated service life
Years in Service at End of #####*	The number of years an Asset has been in service for the City of Selkirk at the end of #####*
Est. Service Years Left at the end of #####*	The number of service years an asset has remaining until its anticipated replacement year, at the end of #####*
General Condition Number	A value based on an Asset Condition Assessment used to indicate the condition. Values range from 1-5; 1- Very Good, 2- Good, 3-Fair, 4-Poor, 5- Very Poor.
General Condition Name	Words describing the condition of an asset based on the General Condition Number it has been assigned. 1- Very Good, 2- Good, 3-Fair, 4- Poor, 5- Very Poor.
Weighted Condition and Volume	A weighted condition rating based on general condition and length or volume of an asset. Calculated by multiplying the General Condition number by the length/volume of the asset if it is a part of a network.
Type of Condition Assessment	The methodology used to gather data on the physical state of an asset [Visual Inspection, Predictive Model, Facility Conditional Index, Fleet & Equipment Conditional Index]

Asset Criticality Score	The sum of all critical asset characteristic scores, as determined by the Critical Asset Characteristic Table developed for each asset subclass.
Worst Case Scenario Operational Risk	An assets criticality score multiplied by the worst possible condition score.
Operational Risk	The risk associated with the reduction or elimination of service delivery due to unexpected asset failures. Calculate using the Operational Risk equation found in Section 3 of the <i>Capital Asset Risk Management Policy</i> .
Service Area Multiplier	A multiplier established for each service area to allow for the comparison of priority projects between service areas. Acquire value from the Risk Score Section of the <i>Capital Asset Risk Management Policy</i>
Risk Score	The overall risk score of a Capital Asset. Determined by the equation found in the Risk Score section of the <i>Capital Asset Risk Management Policy</i> .
Current Market Rate	The per unit value of a single asset as set by Administration from time to time.
Current Yr Replacement Cost	The cost to acquire an asset if the asset had to be replaced today. The cost is the minimum cost to replace the asset with a new modern equivalent asset (not second hand one) with the same economic benefits (service life) allowing for any differences in the quality and quantity in the operating and maintenance costs, as calculated using current market rate or other rate determined by Administration multiplied by the units of measure.
Inflation Rate	A % representing the changes in the cost of an asset from one year to the next, based on the Bank of Canada Inflation Calculator.
Future Year Replacement Cost	The cost to acquire the asset if the asset had to be replaced in the City of Selkirk's estimated replacement year. The cost is the minimum cost to replace the asset with a new modern equivalent asset (not second hand) with the same economic benefits (service life). To calculate this value, the current replacement cost is used and multiplied by a 2% inflation rate for each year remains in the assets



	anticipated service life.
Annual Reserve Contributions	The annual contribution to the reserve required to support the replacement of a capital asset based on Selkirk's estimated replacement year
Cumulative Reserve Contributions	The amount of money that should have been contributed to the reserve to date, towards the future replacement of an asset.

\* Year will be updated annually

**5.2** Some Asset Classes may require additional characteristics to be recorded. Please see the following table for additional Asset Class specific characteristics.

Asset Class	Unique Asset Characteristic	Definition
<b>Facilities</b>	Asset Material	The material, or material group that an asset is constructed from
	Asset Replacement Material	The material, or material group that an asset will be constructed with when it requires replacement
	Area (Sq. Ft.)	The total floor space area of a facility, measured in square feet.
<b>Fleet</b>	General Comments	Must record the Fleet ID number that is assigned to the asset.
<b>Land Improvements</b>	Asset Material	The material, or material group that an asset is constructed from
	Asset Replacement Material	The material, or material group that an asset will be constructed from when it requires replacement
	Depth/Thickness (mm)	The thickness of an asset, recorded in millimeters
	Area (m2)	The extent or surface measurement of an asset, recorded in metres squared
	Aggregate size (mm)	This is a measurement of the stone used in base and subbase application in road construction – measured in millimetres
<b>Machinery &amp; Equipment</b>	General Comments	Must record the Fleet ID number that is assigned to the asset.
<b>Road Network</b>	Asset Side	The right or left side of the "On Location" of an asset, based on the direction described by the "Section from to" field.
	Asset Sub Class Type	A subdivision of the "Road Curb" Asset Subclass that specifies the type of Curb [Barrier Curb & Gutter, Lip & Curb Gutter, No Curb]
	Handicap Access	Indicates whether applicable assets are equipped with Para-curb to allow for wheelchair access
	Asset Material	The material, or material group that an asset is constructed from
	Asset Replacement Material	The material, or material group that an

		asset will be constructed with when it requires replacement
	Depth/Thickness (mm)	The thickness of an asset, recorded in millimeters
	Length (m)	Is the measurement or span of an asset from end to end or point to point, measured in metres
	Length (km)	Is the measurement or span of an asset from end to end or point to point, measured in kilometres
	Width(m)	The measurement of an asset from side to side, recorded in metres
	Area (m <sup>2</sup> )	The extent or surface measurement of an asset, recorded in metres squared
<b>Storm Network</b>	Asset Material	The material, or material group that an asset is constructed from
	Replacement Asset Material	The material, or material group that an asset will be constructed with when it requires replacement
	Length (m)	Is the measurement or span of an asset from end to end or point to point, measured in metres
	Length (km)	Is the measurement or span of an asset from end to end or point to point, measured in kilometres
	Diameter (mm)	A straight-line measurement through the centre of a circular asset, as measured in millimetres
<b>Wastewater Network</b>	Asset Material	The material, or material group that an asset is constructed from
	Replacement Asset Material	The material, or material group that an asset will be constructed with when it requires replacement
	Length (m)	Is the measurement or span of an asset from end to end or point to point, measured in metres
	Length (km)	Is the measurement or span of an asset from end to end or point to point, measured in kilometres
	Diameter(mm)	A straight-line measurement through the centre of a circular asset, measured in millimetres
<b>Water Network</b>	Asset Manufacturer	The company that has manufactured the current asset
	Replacement Asset Manufacturer	The company that will manufacture the replacement asset when the current asset has been retired
	Asset Material	The material, or material group that an asset is currently constructed from
	Replacement Asset Material	The material, or material group that an asset will be constructed from when it

		requires replacement
	Elevation (m)	The elevation of an asset location is its height above or below a fixed reference point, measured in metres
	Length (m)	Is the measurement or span of an asset from end to end or point to point, measured in metres
	Length (km)	Is the measurement or span of an asset from end to end or point to point, measured in kilometres
	Diameter(mm)	A straight-line measurement through the centre of a circular asset, measured in millimetres

**6 ASSET IDENTIFICATION**

- 6.1 Each Capital Asset listed on the Asset Registry shall have a unique asset identification code, known as the Detailed Unique Identifier. This code shall be assigned to the asset when added to the Asset Registry and shall only be used once.
- 6.2 Detailed Unique Identifiers may be manually assigned if the Asset Registry is maintained by the City as a stand-alone file or database or may be automatically assigned by a Third Party Application provided these auto-generated IDs are unique.

**7 CURRENCY OF REGISTRY**

- 7.1 Administration shall ensure that the Asset Registry is maintained and kept current according to the provisions set out in this policy.
- 7.2 Administration shall endeavour to update the provisions of this policy to incorporate or align the standards set herein, with standards deemed to be generally accepted practice within the field of municipal asset management.
- 7.3 Capital Assets shall, as practicable, be recorded in the Asset Registry within 30 days of their procurement, completed construction, or release of holdback.
- 7.4 Capital Assets shall, as practicable, be archived or recorded as decommissioned in the Asset Registry within 30 days of its disposal or decommissioning.
- 7.5 The current value and estimated replacement value of all Capital Assets recorded in the Asset Registry must be updated no less than once per calendar year.
- 7.6 The condition of all Capital Assets must be assessed and updated on the Asset Registry according to the condition assessment schedule identified by *CAM-002 Capital Asset Evaluation Policy*, or successor policy, once such a policy has been established.
- 7.7 Any changes to the Asset Characteristics of any Capital Asset recorded in the City's Asset Registry shall, as practicable, be appropriately recorded within the Asset Registry within 30 days of the change occurring.
- 7.8 If at any time adding or archiving Capital Assets, or making changes to recorded Asset Characteristics, as prescribed in this section, cannot be completed within 60 days, the City

employee deemed responsible for maintaining the currency of the Asset Registry shall provide a written notification of, and explanation for, the delay to the City's Chief Administrative Officer.

- 7.9 TCA to be reconciliated with the Asset Registry by the Accounting Clerk and GIS/Survey Technician on an annual basis.

## 8 ACCESS TO REGISTRY

- 8.1 Access to the asset registry shall be managed according to the following table. The three levels of permission will include Full, Viewer, and User.

Access Level	Permissions	Position
Full	- View all records - Add new records - Edit existing records	- GIS/Survey Technician - Surveyor Draftsman - Director of Finance
View	-View all records	All City employees
User	-View limited records	Public

- 8.2 Willful destruction or, falsification of data in the asset registry shall result in suspension or termination.
- 8.3 Negligent use of the asset registry that results in the loss or corruption of asset registry data shall result in disciplinary action up to and including termination.

## 9 DATA SECURITY

- 9.1 The intention of this section is to achieve the following outcomes and, in the event, that Sections 9.2 to 9.9 fail to achieve these outcomes, alternate actions as deemed necessary by Administration may be undertaken;
  - 9.1.1 Access to the Asset Registry is limited to authorized persons
  - 9.1.2 Errors made in recording data into the Asset Registry can be easily corrected
  - 9.1.3 Corruption or destruction (inadvertent or otherwise) of the Asset Registry can be easily corrected by restoring a copy or the most recent functioning version of the Asset Registry.
- 9.2 Access to the Asset Registry shall be limited to the levels of permission as set-out in Section 8 of this policy.
- 9.3 If the Asset Registry is maintained as an independent file or database, it must be saved on the City's shared N drive (or its successor drive) with access as provided for in clause 9.1 of this policy.
- 9.4 If the Asset Registry is maintained as an independent file or database, a new version of the file or database shall be saved each time the Asset Registry is updated with new information, and this new version shall have the current date include in the file name.
- 9.5 Older versions of the Asset Registry must be maintained in an archived folder for no less than 60 days.

- 9.6 Backup of the current Asset Registry as well as the archived folder containing previous versions of the Asset Registry must be done every night and must be retained for no less than 30 days.
- 9.7 Twice a year, an additional backup shall be made of the current registry and the archived folder containing the previous versions of the Asset Registry using an external storage unit. This external storage unit shall be retained in a location physically separate from the location of the city's shared N drive, and secured in a lockable, fire resistant storage device.
- 9.8 Once a year, a hard copy version of the current Asset Registry shall be produced and stored in the City's vault or in the municipal archives as determined by Administration.
- 9.9 If the Asset Registry is maintained within a Third Party Application, the City must, through formal agreement with the provider of the Third Party Application, ensure the standard of data security provided for in clauses 9.1 to 9.7 are reasonably met by the Third Party Application.

## 10 RESPONSIBILITIES

- 10.1 The City's Director of Operations (or the successor position) shall be responsible for the general fulfillment and enforcement of this policy. This position must, bring any and all material breaches of this policy to the attention of the City's Chief Administrative Officer.
- 10.2 The City's Director of Finance (or the successor position) shall be responsible for providing the tools and guidance necessary to maintain the currency of all "financial" Asset Characteristics recorded within the Asset Registry.
- 10.3 The City's IT Administrator (or the successor position) shall be responsible for ensuring the security and integrity of the City's Asset Registry.
- 10.4 The City's GIS – Surveyor Technician (or the successor position) shall be responsible for keeping the Asset Registry current according to the requirements as set out in this policy.
- 10.5 All City employees with the authority to procure, construct, decommission, or dispose of Capital Assets, are responsible for following and ensuring their direct reports understand and follow, the procedures enumerated in Section 14 of this policy and any processes otherwise established to fulfill this policy.

## 11 POLICY REVIEW

- 11.1 This policy shall be reviewed no less than every five years from the date it is effective.

## 12 EFFECTIVE DATE

- 12.1 This policy shall be effective as of the August 1, 2017.

## 13 AUTHORITY

**By-law 5300 City of Selkirk Capital Asset Management By-law (or successor by-law)**

**13.1** The City of Selkirk shall establish and maintain a comprehensive and current Asset Registry

**13.2** Such registry shall include data and information pertaining to the City's Capital Assets generally considered appropriate for the effective delivery of a Capital Asset Management program for a community of the size and complexity of the City of Selkirk.

**13.2.1** The Chief Administrative Officer is responsible for:

**13.2.1.1** Ensuring the development and maintenance of a robust and sustainable Capital Asset Management program.

**13.2.1.2** Establishing policies, practices, procedures and allocating the resources necessary to competently deliver the City's Capital Asset Management program.

**By-law 5283 City of Selkirk Chief Administrative Officer Bylaw (or successor by-law)**

**13.3** The Chief Administrative Officer is authorised to make regulations, implement policies, establish fees and charges, rules or practice and procedures, and enter into agreements that he/she considers necessary to carry out the purpose and responsibilities of this By-law or any other By-law of the City of Selkirk.

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Duane Nicol, Chief Administrative Officer

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Date Approved