



IAMA

INFRASTRUCTURE ASSET MANAGEMENT ALBERTA

National Asset Management Organizations

- The distinctions between...
 - CNAM
 - AM Canada

CNAM: the Canadian Network of Asset Managers

- Formed in 2006
- National, membership-based association
- Over 460 individual public infrastructure professionals
- Focus is on...
 - national advocacy of asset management policy and funding
 - Leadership and development of the Canadian profession

www.cnam.ca

National Asset Management Organizations

- The distinctions between...
 - CNAM
 - AM Canada

AM Canada: Asset Management Canada

- Created in 2018
- An alliance of...
 - one national *Communities of Practice* (CNAM)
 - 10 provincial/territorial *Communities of Practice*
- Not membership-based
- Created solely to facilitate the collaboration and sharing of regional asset management information and ideas within Canada

www.assetmanagementcanada.ca



IAMA

INFRASTRUCTURE ASSET MANAGEMENT ALBERTA

2019 CNAM Annual Conference

Held May 7 - 9 in Kelowna, BC

- Highlights of selected presentations



Lauren's pick

- Panel Discussion: What is broken in Asset Management?

Dorian's pick

- District of Mission: Level of Service

Esther's pick

- City of Selkirk: Selkirk goes to CAMP (Capital Asset Management Program)



CAMP Essentials

- Know Your Why
- Asset Management is a Team Sport
- Program vs Plan
- Build Capacity Internally
- Document, Document, Document
- Make Asset Management a Core Function of Government

Policies, procedures and tools...oh my

City of Selkirk CAM-001

Capital Asset Registry Policy

Date Approved: August 1, 2017 Section: Capital Asset Management
 Date of Last Update: _____ Lead: Director, Operations
 Next Review Date: August 1, 2022
 Keywords: Capital Asset Management, Asset Registry.
 Implements: **By-law #5300 - City of Selkirk Capital Asset Management**

OBJECTIVES

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

INDEX

1. DEFINITIONS.....
2. SCOPE.....
3. CITY SHALL HAVE AN ASSET REGISTRY.....
4. INCLUDED ASSETS.....
5. ASSET CHARACTERISTICS.....
6. ASSET IDENTIFICATION.....
7. CURRENCY OF REGISTRY.....
8. ACCESS TO REGISTRY.....
9. DATA SECURITY.....
10. RESPONSIBILITIES.....
11. POLICY REVIEW.....
12. EFFECTIVE DATE.....
13. AUTHORITY.....
14. PROCEDURES.....

CAM-001

City of Selkirk CAM-001-001

Asset Registry Change Form

Change Form #: _____ Prepared By: _____
 Date: _____ Tactical ID #: _____
 Asset Title: _____ Equipment #: _____
 (If Applicable)

CAMP Registry Change Type

New
 Change

Asset Is:

Donated (Provide detailed description below)
 In Stock (Provide detailed description below)
 New (Attach copy of Invoice)

Detailed Description of Asset:

Asset Location: _____
 As-Built File Location: _____
 In-Service Date: _____
 Warranty Period/ Date: _____
 Purchase Order # associated with Asset: _____

Invoice Type Attached

Single Invoice
 Multiple Invoices
 Asset Information Package

CAMP Administration Office Use Only:

Date: _____ Name: _____

New Detailed Unique Identifier: _____

Does this form represent multiple Asset Registry additions?
 If Yes, Provide Detailed Unique Identifier: _____
 Attached material list

Asset Status Changed

Yes
 No

City of Selkirk CAM-001-001

Adding a Capital Asset to the Asset Registry Procedure

Date Approved: October 1, 2017 Section: Capital Asset Management
 Date of Last Update: October 12, 2017 Lead: Director, Operations
 Keywords: Capital Asset Management, Asset Registry.
 Supports: **Policy CAM-001 - City of Selkirk Asset Registry Policy**

OBJECTIVES

PROCEDURE TO FOLLOW WHEN THE CITY OF SELKIRK ACQUIRES A NEW CAPITAL ASSET. THIS INCLUDES A PROCURED ASSET OR AN ASSET THAT HAS BEEN DONATED TO THE CITY OF SELKIRK.

INDEX

PROCUREMENT PROCESS..... 4
 DONATION PROCESS..... 4
 COMPLETE ASSET REGISTRY CHANGE FORM..... 4
 INVOICE STAMPED - IF ITEM IS PROCURED..... 5
 COPY OF INVOICE OR ASSET INFORMATION PACKAGE TO GIS/SURVEY TECHNICIAN..... 6
 ORIGINAL INVOICE TO FINANCE..... 6
 INVOICE PROCESSED BY FINANCE..... 6
 REGISTRY UPDATE..... 6
 FILE THE CAMP ASSET REGISTRY CHANGE FORM..... 7

001-001 Page 1 of 5



Thank you!

Any questions?