

# **Appendix B**

Saanich Documents  
Informing the AM  
Program



## Saanich Documents Informing the AM Program

### Document History

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

### Table of Documents

Asset Type(s)	Document	AM Program Alignment
District-wide	Official Community Plan	Establishes Saanich Vision, Mission and Values and guidance for levels of service delivery (update In-Progress)
District-wide	Local Area Plans	Direction for development in the various neighbourhoods of Saanich, which form part of the Official Community Plan
District-wide	Resilient Saanich	Environmental Policy Framework considering existing and potential future policies, plans, and programs to address gaps and integrate sustainability and the natural environment (In-Progress)
District-wide	Strategic Plan	Establishes community commitment to asset management and sets prioritizes for the current term of Council
District-wide	Climate Plan	Establishes the need to increase the resilience of Saanich’s physical assets, and to protect and manage natural assets as critical infrastructure
District-wide	Diversity, Equity and Inclusion Strategic Report and Action Framework	Guidance for considering diversity, equity and inclusion in asset management planning
District-wide	Infrastructure Replacement Funding Strategy	Financing strategy for the like-for-like replacement of physical assets at end of useful life (update In-Progress)
District-wide	Long Term Financial Plan	Financial policies, principles, indicators, and 10-year financial plan



## Asset Management Program



Asset Type(s)	Document	AM Program Alignment
District-wide	Purchasing Policy	Requires whole life cycle approach to procurement
District-wide	Asset Management Policy	Guiding document for asset management
District-wide	Tangible Capital Assets Policy	Compliance with legal requirements for financial reporting on physical assets
District-wide	Enterprise Risk Management Program	Framework and methodology for assessing organizational risk in support of corporate decision-making, including a District-wide risk register which is informed in part by the AM Program
District-wide	Annual Report	Reporting on service delivery performance
District-wide	Financial Planning Framework	Shows how the Infrastructure Replacement Funding Strategy aligns with the financial planning process
District-wide	Annual Financial Plan	Financing for capital and operating costs for the current fiscal year and 4 year forecast
District-wide	Long Term Financial Plan	Financial policies and 10-year financial strategy
District-wide	Staffing Plan	Long term plan for staff resource requirements
District-wide	Project Management Office	Standards and guidance for delivery of capital projects
District-wide	Saanich Information Management (SaanichIM) Project	Implementation of an Electronic Document and Records Management System (EDRMS) including records related to physical assets (In-Progress)
District-wide	Diversity, Equity and Inclusion (DEI) Strategic Plan	Saanich is developing a DEI strategy, which will be integrated with the AM Program through future updates of the AM Strategy (In-Progress)
Drainage, Park & Trail Structures, Transportation, Wastewater, Water	Public Works and Parks Inspection Policy	Guidance on inspection of community assets



## Asset Management Program



Asset Type(s)	Document	AM Program Alignment
Drainage, Wastewater	Storm Drains and Sewer Lines – Maintenance Policy	Guidance on roles and responsibilities for maintenance of storm drains and sewer lines
Drainage, Natural Assets	Integrated Stormwater Management Plans	A set of five plans for the management of stormwater in the five Saanich watersheds; input to Drainage and Natural Assets AM Plans (In-Progress)
Drainage, Natural Assets, Transportation, Wastewater, Water	Subdivision By-law, Schedule H: Engineering Specifications	Standards for design and construction of physical assets, with consideration for climate change (update In-Progress)
Facilities	Strategic Facilities Master Plan	Long term master plan for major Municipal Facilities
Facilities	Recreation Market Analysis	Supports development of Levels of Service and input to Facilities Asset Management Plan
Facilities	Gordon Head Recreation Centre Feasibility Study	Input to Facilities AM Plan
Facilities	Parks, Recreation and Community Services Washroom Operations and Capital Plan	Plan for the management of park washrooms
Facilities, Natural Assets, Park & Trail Structures	Parks, Recreation and Community Services Actions and Directions Plan	Roadmap for the next 10 years for the Department, including assets, programs, policies and levels of service (In-Progress)
Facilities, Natural Assets, Park & Trail Structures	Lambert Park Master Plan	Input to Facilities, Natural Assets, and Park & Trail Structures AM Plans
Natural Assets	Tree Protection By-law	Natural asset management
Natural Assets	State of the Urban Forest Report	Summarizes current urban forest management programs and policies, identifies amount of urban forest and location; input to Natural Assets Inventory and Natural Assets AM Plan
Natural Assets	Urban Forest Strategy	Input to Natural Assets AM Plan (update In-Progress)



## Asset Management Program



Asset Type(s)	Document	AM Program Alignment
Natural Assets	State of Biodiversity Report	Current state of the District's natural areas and biodiversity and the elements that threaten their integrity; input to Natural Assets Inventory and Natural Assets AM Plan
Natural Assets	Biodiversity Conservation Strategy	Roadmap to protect and enhance natural assets through policy, operations and public stewardship; input to Natural Assets AM Plan (In-Progress)
Natural Assets	Saanich Watercourse Maintenance Manual and Field Guide	Guidance on maintenance of watercourses; input to Natural Assets AM Plan (update In-Progress)
Park & Trail Structures	People, Pets and Parks Strategy	Strategy for shared use of parks, including infrastructure requirements
Transportation	Active Transportation Plan	Long term plan for the active transportation system
Transportation, Vehicles & Equipment	Electric Mobility Strategy	Strategy for transition to electric mobility
Vehicles & Equipment	Saanich Fire Department: Fire Services Review	Master plan for delivery of fire services
Wastewater	Sewer Master Plan	Long term master plan for the wastewater collection system
Water	Water Master Plan	Long term master plan for the water distribution system