



POLICY AND DIRECTIVES		
Scope of the Asset Management System		
#CAM-GOV-SCP-001	Date Approved/ Resolution #	Date Revised:

1. PURPOSE

This document defines the scope of the City of Thompson’s Asset Management System (AMS) in accordance with the Corporate Asset Management By-law and ISO 55001 Clause 4.3. It establishes clear boundaries so that Council, Administration, auditors, and stakeholders understand what is included in and excluded from the formal AMS, and how the system interfaces with related corporate functions.

2. SCOPE STATEMENT

The Asset Management System of the City of Thompson applies to the management of tangible capital assets that the City owns, controls, or is responsible for operating and maintaining, where those assets are used to deliver municipal services to the community. The AMS covers the full asset lifecycle — planning, acquisition, operation, maintenance, renewal, and disposal — and the processes required to realize value from those assets at an acceptable cost and risk.

3. ASSETS INCLUDED

The following asset classes are within the scope of the AMS:

- Roads and transportation infrastructure, including sidewalks, pathways, and related structures, and the winter maintenance operations that protect service continuity and emergency access
- Water supply, distribution, and fire protection infrastructure, including hydrants and related appurtenances
- Wastewater collection, conveyance, and treatment infrastructure
- Stormwater management infrastructure
- Municipal facilities and buildings
- Fleet and mobile equipment used in municipal service delivery
- Parks, open space, trails, and natural assets under municipal control
- Solid waste facilities and related assets under City responsibility

- Other tangible capital assets recorded in the corporate Asset Registry that support service delivery

Inclusion of an asset class in this Scope means that asset management policy, strategy, risk, condition, Levels of Service, and lifecycle planning requirements of the AMS apply, subject to prioritization and data maturity for that class.

4. ACTIVITIES INCLUDED

The AMS includes the following activities:

- Establishing and maintaining asset management policy, strategy, objectives, and plans (including the SAMP)
- Identifying, assessing, recording, treating, and reviewing asset-related risks (including the corporate Risk Register)
- Defining, monitoring, and reporting Levels of Service (Customer and Technical)
- Assessing asset condition and criticality using corporate methods
- Planning and delivering capital renewal, rehabilitation, and replacement on a risk- and lifecycle-informed basis
- Planning and delivering operations and maintenance aligned with approved service levels
- Managing asset creation, acquisition, contractor handover, modification, and disposal
- Maintaining the corporate Asset Registry as the single source of truth for in-scope asset data
- Controlling documented information related to the AMS
- Evaluating AMS performance and driving continual improvement
- Supporting climate resilience and lifecycle stewardship expectations established under the True-Stewardship and Resilience By-law, where those expectations apply to in-scope assets and capital decisions

5. GEOGRAPHIC AND ORGANIZATIONAL BOUNDARIES

The AMS applies within the geographic boundaries of the City of Thompson and to any assets outside those boundaries for which the City has assumed responsibility through ownership, agreement, or statutory obligation.

It applies to all City departments and employees engaged in the planning, operation, maintenance, or renewal of in-scope assets. It also applies to contractors or agents performing asset management activities on the City's behalf, to the extent required by the Corporate Asset Management By-law, this Scope, or contract.

Department Heads are accountable for ensuring that asset data, risk information, and operational practices in their areas support the AMS within this Scope.

6. EXCLUSIONS

The following are outside the formal scope of the AMS:

- Intangible assets, except where required to operate in-scope tangible assets
- Financial instruments and pure financial assets
- Human resources treated as assets (competence requirements for AMS roles are addressed within the AMS as a supporting process)
- Assets owned and fully controlled by other levels of government or private parties, except where the City has a defined operational, maintenance, or shared-responsibility obligation

Exclusion from the AMS does not mean the City has no interest in those matters; it means they are not governed by the formal AMS processes described in the Asset Management Policy and SAMP.

7. INTERFACES

The AMS interfaces with, and relies on information from, the following corporate functions. The AMS does not replace those functions:

- Financial management and budgeting (including Infrastructure Funding Gap reporting with the budget process)
- Procurement and contract management (including lifecycle and durability expectations under the True-Stewardship and Resilience By-law)
- Land-use planning and development approvals (service demand and capacity implications)
- Emergency management and Fire & Emergency Services (critical routes, facility access, hydrant operability, and related service continuity)
- Human resources (competence and training for AMS-related roles)
- Communications and public reporting (Levels of Service performance and annual state-of-infrastructure reporting)

Where external providers or partner organizations affect in-scope assets or services (for example, health facilities dependent on City road and sidewalk winter service), the City retains responsibility for ensuring its own asset and service decisions support AMS objectives and approved Levels of Service.

8. RELATIONSHIP TO OTHER AMS DOCUMENTS

This Scope is a Level 2 strategic directive under the Corporate Asset Management By-law. It is read with:

- Asset Management Policy (CAM-000) — principles and mandate
- Strategic Asset Management Plan (SAMP) — how objectives will be achieved
- Levels of Service framework and asset-class schedules
- Risk, Condition and Criticality, Registry, and Climate/Stewardship policies and frameworks
- Annual State of the Infrastructure and Asset Management Report

If a conflict arises between this Scope and a technical procedure, the Scope and Policy prevail for boundary questions; technical detail is resolved through the SAMP and Level 3/4 documents.

9. REVIEW

This Scope shall be reviewed at least every four years, aligned with the Council term and the Asset Management Policy review cycle, or sooner upon material change to the City's asset portfolio, service responsibilities, or organizational structure. Changes that alter the system boundary shall be brought to Council's attention for decision.

10. APPROVAL

This document is submitted for formal adoption by the Council of the City of Thompson in accordance with the Corporate Asset Management By-law (Level 2 – Strategic Directives). Recommended for Council consideration by the Asset Management Steering Committee.

Chief Administrative Officer / City Manager

Date: _____

Adopted by Resolution of Council:

Resolution No.: _____ Date: _____

Mayor: _____