

BCSF – Community Stream in BC

CWF Program

Asset Management Guidelines for Non-local government assets

The BCSF-Community Stream in BC - CWF Program Guide outlines the conditions to be met for non-local government assets to receive CWF funding from local governments in British Columbia, including the requirement for organizations to attest to and/or deliver asset management plans.

To qualify for CWF funding for projects within an eligible infrastructure category, non-local government entities must have an asset management plan in development for the following applicable infrastructure category or asset.

- Drinking Water and Wastewater
- Broadband Connectivity
- Culture and Tourism Infrastructure (Community Centres and Cultural Hubs)
- Fire Halls and Stations
- Sport and Recreation Infrastructure (Sports Courts, Trails, Recreation Centers)

UBCM and Asset Management BC worked collaboratively to develop the following guidelines and principles for asset management planning related to non-local government assets.

Asset Management Requirements

Drinking water and wastewater systems owned by non-local government entities are required to provide completed templates from UBCM's [Small Water Systems – Financial Management Best Practices](#), or equivalent asset management documentation, while other infrastructure categories must provide the following equivalent documentation:

1. **Basic Asset Inventory and Risk Matrix** which should identify the asset, location, ownership, approximate age, condition, and replacement value, where available.
2. **Asset Management Plan** which should describe the asset's condition, maintenance approach, key risks, anticipated lifecycle needs, planned actions to maintain service levels over time and an asset risk summary.

Basic Asset Inventory and Asset Management Plan templates and examples are available on the UBCM website, and additional guidance is available through Asset Management BC. Organizations may use their own asset management templates provided they contain the information outlined above.

Asset management is an ongoing, continuous improvement process that supports informed decision-making and sustainable asset stewardship. Asset inventories, risk assessments, and asset management plans should be treated as living documents and updated as conditions, risks, and priorities change. At a minimum, organizations are encouraged to review and update these documents annually to ensure they remain current, relevant, and reflective of service delivery needs and replacement priorities.