



# Asset Acquisition

## A Municipal Roadmap

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# OUTLINE

The Regional District of Nanaimo: A growing portfolio

Defining the challenge from the District's perspective

The solution: points to consider

- Identify who to involve

- Define optimal points for key activities

- Document requirements

- Communicate requirements

A municipal roadmap

## THE REGIONAL DISTRICT OF NANAIMO

- Governed by a 19-member Board of Directors, representing both municipalities and electoral areas.
- Services such as parks, recreation, transit, utilities, solid waste, and emergency services.
- Land Area – 2,036 sqkm
- 2025-2029 Capital Plan ≈ \$550 million

## THE CHALLENGE

No line of Sight

Limited to no asset  
data collection



# STREAMLINING CAPITAL PROJECT HANDOVER

How can we ensure we:

- get the information we need
- receive information when we need it
- can validate and verify this information with limited resources
- get information in a format that can be integrated into our software systems
- minimize or eliminate the need to go and collect information from the field

# POINTS TO CONSIDER



Who to involve?



Optimal points  
for key activities



Documenting  
requirements



Communicating  
requirements

# DECIDE WHO TO INVOLVE

**Vendors**

**Contractors**

**Project Team**

**Engineering Team**

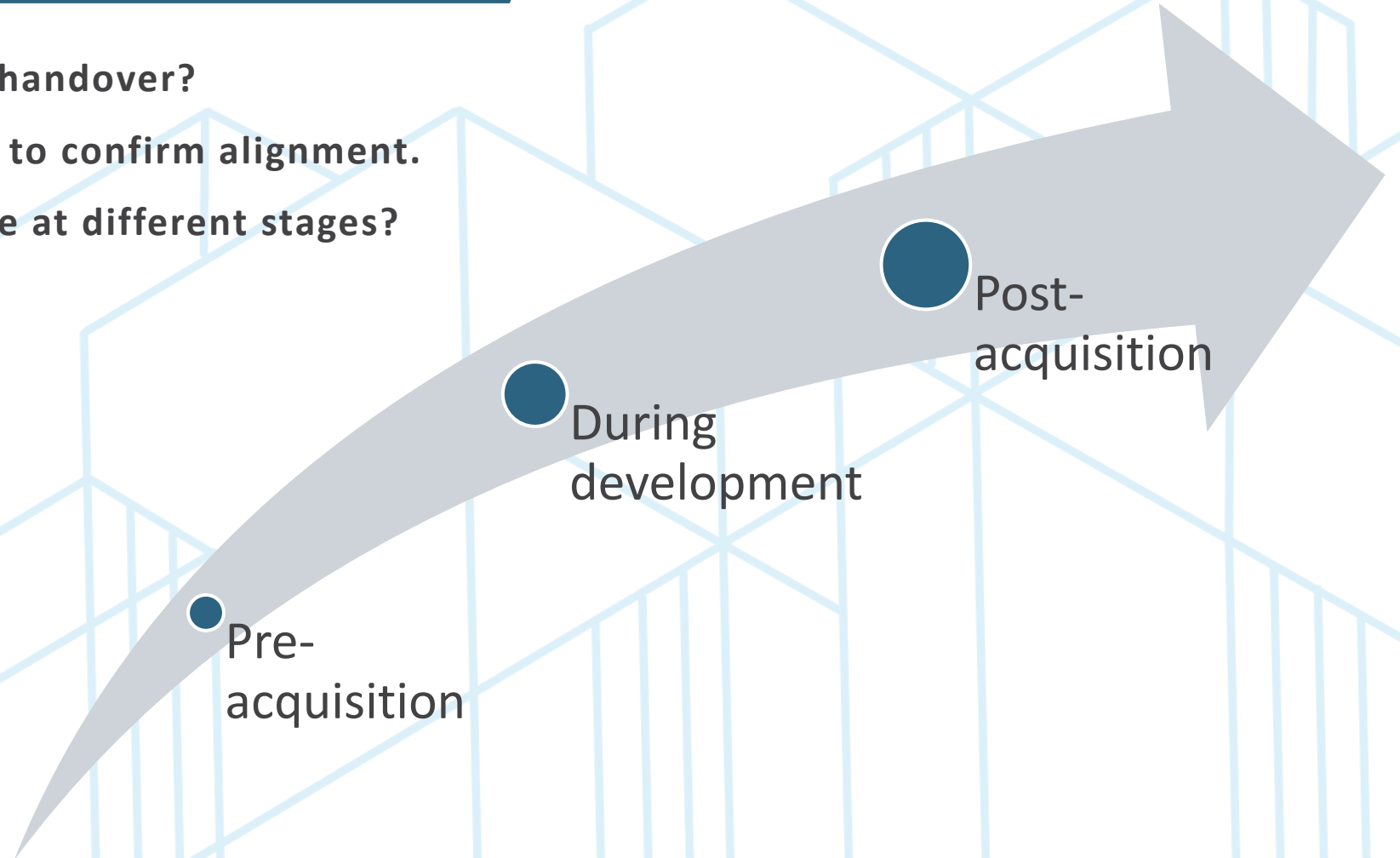
**Other**

# IDENTIFY OPTIMAL POINTS FOR KEY ACTIVITIES

**What is needed before final handover?**

**Ask for templates and drafts to confirm alignment.**

**What information is available at different stages?**



# DEFINE REQUIREMENTS

**Requirements list / checklist**

**Submittal Schedule**

**Life Cycle Expenditure Estimates**

**Preventive Maintenance Plans**

**Services Procured**

**Spare Parts**

**Warranty**

**Maintenance Tags**

**O&M Manuals**

# COMMUNICATE REQUIREMENTS

- Compiling a requirements list / checklist**
- Developing guidance and standards documents**
- Integrating into procurement process and contracts**

# A MUNICIPAL ROADMAP



**Engage in cross-functional collaboration**



**Develop Master Data and Resource Readiness**



**Refine procurement process**



**Leverage technology**



**Use data to guide decisions**

Questions?  
Thank you.



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