



P O L I C Y

Department ADMINISTRATION	Policy No. AD (41)	Page 1 of 4
Policy Title ASSET MANAGEMENT	Date October 11, 2018	Resolution No C/576/18

Policy Statement:

Lacombe County provides a wide range of services to the community that require the ownership and responsible operation, maintenance and rehabilitation of physical assets including, land, land improvements, buildings, roads, transportation, drainage, sewer and water infrastructure, and natural assets.

Asset Management (AM) uses an integrated approach, involving all Lacombe County departments, to deliver value to the community through effective management of existing and new infrastructure assets. The intent is to minimize lifecycle costs, reduce risk and provide satisfactory levels of service in a sustainable manner. Good asset management practices are fundamental to achieving sustainable and resilient communities.

This policy outlines the fundamental asset management principles to be implemented across Lacombe County and council and senior management's commitment to asset management.

Guidelines and Procedures

Principles

Lacombe County's Asset Management Program (AMP) will use a long-term approach with the following principles:

1. Service Delivery
 - Decision-making should be focused on defined levels of service that reflect users' expectations and balance risk and affordability.
 - Service level reviews will be conducted periodically to support community and Council expectations and other strategic objectives.
 - Lacombe County will implement an AM system that incorporates risk-based and information driven decision-making frameworks that consider the impacts of asset failure on ongoing service delivery.
 - The municipality will ensure that decisions regarding the need for new assets are made with due diligence; and that the needs are evaluated with a focus on service delivery and supported with a valid business case that provides costs and benefits.
 - Lacombe County will ensure transparency and accountability to the community on service delivery.
 - Lacombe County will comply with all relevant statutory and regulatory requirements.

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2. Long-term sustainability and resilience

- Lacombe County's Asset Management Plan will consider:
 - the needs of both current and future generations and the potential challenges with changing community demographics and expectations related to service delivery.
 - the need to develop business case solutions that aim to balance risk and life cycle costs while maintaining levels of service.
 - the potential effects of climate trends, other environmental changes, and will adopt a proactive approach to mitigating possible impacts.

3. Integrated Decision Making

- Lacombe County will:
 - Ensure that the decision-making process for assets will include corporate, financial, business, land-use, community, environmental, social, technical and budgetary plans and perspectives.

4. Fiscal Responsibility

- Lacombe County will develop and maintain appropriate plans for infrastructure renewal, for the purchase or construction of new infrastructure and for the decommissioning of redundant infrastructure. This includes:
 - Develop long-term projections of investment needs.
 - Applying rigorous analysis, including consideration of service level risk, to determine capital obligations.
 - Analyzing funding requirements and establishing plans to ensure long-term financial stability.
 - Evaluating asset investment decisions based on total costs associated with managing those assets through their entire life cycle.

5. Innovation and Continual Improvement

- Lacombe County views continual improvement as a key part of our asset management approach and will focus on driving innovation in the development of tools, techniques and solutions.
- Lacombe County will monitor and periodically review the effectiveness of asset management processes in support of strategic objectives and will adjust as required.
- Lacombe County will review the asset management policy in conjunction with its review of the asset management plan. The policy will be reviewed concurrently with the review of the County's strategic plan.

Scope

Lacombe County owns a wide range of asset types to deliver services.

- This policy applies to both existing and new future assets owned by the County

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- Where services are supported by assets not owned by the County, the County will work collaboratively with those asset owners and promote the principles outlined in this policy
- The policy includes natural assets when they contribute service delivery; such as land, drainage channels, trees, etc. Budget provisions for necessary maintenance and replacement will be considered as part of the AMP

Table 1 summarizes the services that are to be included in the scope of the AMP:

SERVICE PROVIDED	ASSET GROUP	ASSET TYPES
Water Supply	Water Infrastructure	Reservoirs, pumps, pipelines, valves, monitoring equipment, hydrants
Wastewater Collection & Treatment	Sewer Infrastructure	Lift stations, pipes, manholes, monitoring equipment, lagoons,
Flood Protection	Drainage Infrastructure	Pipes, culverts, natural assets
Transportation	Transportation Infrastructure	Roads, bridges, sidewalks, traffic signals, street lighting
Transportation	Equipment & Vehicles	Heavy equipment, light & heavy duty trucks.
Recreation Parks	Parks Infrastructure	Playgrounds, trails, natural assets, beaches, docks and boat launches
Community & Civic Facilities	Buildings	Civic offices, public works yard, Fire buildings, recreation & cultural buildings
Emergency Response	Equipment & Vehicles	Peace officer and fire response vehicles and equipment
Weed Control	Equipment & Vehicles	Tractors, mowers, trucks
Development	Contributed Assets	All infrastructure
Support to departments to serve the community	IT Infrastructure	Hardware, SCADA, GPS, communication equipment

Roles and Responsibilities

Council’s role and responsibilities:

- Approve the asset management policy
- Approve defined levels of service and priorities
- Approve funding and resources to implement the AM policy and associated requirements
- Approve asset funding through multi-year budgets and long-range capital plans

The County Manager is responsible for:

- Authorizing the AM policy and strategy

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- Establishing an Asset Management Steering Committee to guide AM strategy and implementation
- Establishing an Asset Management Project Team with representatives from relevant departmental areas, including a project lead to direct the implementation of the AMP
- Recommending the necessary resource requirements to execute the AM policy
- Ensure that the Asset Management Plan aligns with strategic goals and objectives

Departmental managers are responsible for:

- Leading the implementation of the AM policy and strategy within their departments
- Allocating appropriate resources for implementation of the policy

Approved: October 11, 2018