CITY OF ST. ALBERT
CITY COUNCIL POLICY

NUMBER	TITLE
C-P&E-07	**Asset Management**

ORIGINAL APPROVAL DATE	DATE LAST REVISED
September 22, 2014	May 25, 2026

Purpose

To establish a clear and unified direction for how the City of St. Albert will manage its Assets to deliver sustainable, equitable, and resilient services to the community, now and into the future.

To articulate the City's commitment to consistent and holistic cross-departmental approach to Asset Management practices across the organization which support long-term planning, financial sustainability, and transparent decision-making across the entire Asset Lifecycle.

Policy Statement

The City shall manage its Core and Non-Core Assets, including those Assets owned but not operated by the City, through a lens of evidence-based decision making. This includes the balance of Lifecycle Costs, Levels of Service, and Risks.

The City's approach to Asset Management shall be consistent and integrated, bridging departments and Asset Portfolios to deliver reliable and resilient services to the community, now and into the future. Environmental and social responsibility will be embedded into Lifecycle decisions, recognizing that infrastructure must serve all people equitably and adapt to a changing climate.

To remain accountable and continually improve, the City shall monitor, document, and refine its Asset Management practices to meet evolving standards, community needs, and provincial and federal requirements.

Definitions

"Act" means the *Municipal Government Act,* R.S.A., 2000, c.M-26 and amendments thereto;

"Asset" means an item, thing, or entity that has potential or actual value to an organization. (Source: *ISO 55000*);

"Asset Information" means data related to an Asset's identity, location, condition, performance, and Risk, including geospatial, Lifecycle, and service-level metrics;

"Asset Management" means the systematic and coordinated activities and practices of an organization to optimally and sustainably deliver on its objectives through the cost-effective lifecycle management of Assets. (Source: *International Infrastructure Maintenance Manual* (IIMM):2015, Section 1, Glossary pg. xvii);

"Asset Management Committee" means a cross-departmental leadership group responsible for providing strategic oversight of the City's Asset Management program, ensuring alignment with corporate priorities, policy direction, and long-term service objectives;

"Asset Management Plan" means either a strategic or a tactical Asset Management plan. A strategic Asset Management Plan outlines how Assets will be managed to deliver defined Levels of Service in a Sustainable and cost-effective manner, including Lifecycle strategies, Risk assessments, and financial integration. A tactical Asset Management Plan is documented information that specifies the activities, resources, and timescales required for an individual Asset or grouping of Assets, to achieve the organization's Asset Management objectives. (Source: IIMM:2015, Section 1, Glossary pg. xvii);

"Asset Portfolio" means a grouping of Assets based on shared department characteristics, aligned with how the City manages and delivers services. Examples include roads, stormwater, facilities, fleet, natural assets, and information technology;

"Chief Administrative Officer" or "CAO" means the individual appointed by Council to the position of Chief Administrative Officer under section 205 of the *Municipal Government Act*;

"City" means the municipal corporation of the City of St. Albert, or where the context so requires, the area contained within the boundaries of the City of St. Albert;

"Condition Assessment" means a structured process to evaluate the health and functionality of an Asset using inspections, performance data, and standardized rating systems;

"Core Assets" mean the essential, foundational infrastructure owned by a municipality that provide critical services. This includes Assets that fall within the categories defined in O. Reg. 588/17, which are water, wastewater, stormwater, roads, bridges, and culverts. In the absence of Alberta Asset Management regulations, O. Reg. 588/17 is being used as a guideline;

"Essential Service" means a service that must be maintained or rapidly restored during an emergency to protect life, property, and public welfare;

"Lifecycle" means the life of an Asset from the point when a need for it is first established, through its planning, design, construction, acquisition, operation, and any Maintenance or Renewal to its disposal;

"Lifecycle Cost" means the full cost of an Asset over its Lifecycle, including planning, design, construction, acquisition, operation, Maintenance, Renewal, and disposal (Source: IIMM:2015, Section 1, Glossary pg. xx);

"Level of Service" means the defined quality and performance standard of a particular service or Asset, including reliability, responsiveness, and user needs;

"Maintenance" means all actions necessary to manage the physical condition of an Asset ensuring it continues to operate safely and reliably during its intended service life without extending that life beyond its original design;

"Non-Core Assets" mean those assets that are not identified under the definition of Core Assets;

"Renewal" means major work that restores an Asset to its original or "as-new" condition and that extends the Asset's useful life beyond its original expectation;

"Replacement" means the removal of an existing Asset that has reached the end of its useful life and its substitution with a similar Asset or an alternative that provides an agreed upon level of performance;

"Resilience" means the capacity of Assets, systems, and services to anticipate, absorb, adapt to, and recover from disruptive events while maintaining essential functions;

"Risk" means the effect of uncertainty on objectives, typically measured as a combination of the likelihood of an event and its consequences;

"Service Impacts" mean the influence of Asset condition, performance, or availability on the City's ability to deliver services consistent with the Council-approved Service Delivery Framework, including continuity, quality, reliability, capacity, accessibility, and community Risk;

"Sustainability" means the capacity to maintain service delivery over time while balancing environmental, social, and economic considerations.

Responsibilities

1. City Council shall:

    a. Approve the corporate Asset Management Policy.

    b. Establish defined Levels of Service.

    c. Ensure appropriate resources are made available to implement the Asset Management Plans.

2. Chief Administrative Officer (CAO) or delegate shall:

    a. Establish and periodically review the Asset Management Policy.

    b. Review, approve, and implement Asset Management Plans with agreed resources for all assets.

    c. Monitor the outcomes of Asset Management Plans.

    d. Ensure that accurate and reliable information is presented to Council for decision making.

3. Asset Management Committee shall:

    a. Provide coordination for the implementation of Asset Management across the business units.

    b. Raise awareness of Asset Management practices across the organization.

    c. Develop and review the Asset Management Policy.

    d. Design, develop, review, and oversee the implementation of Asset Management Plans.

    e. Provide leadership in implementing and maintaining Asset Management per the standards outlined in this Policy.

    f. Identify resource gaps and/or issues in implementing Asset Management Plans.

    g. Present information to Council and CAO in terms of Levels of Service, Risk, and Lifecycle Costs.

    h. Ensure statutory requirements are met.

4. All staff shall:

    a. Ensure accurate Asset Information is collected and recorded according to City guidelines.

    b. Remain in compliance with applicable Asset Management procedures.

Service Standards / Expectations

1. Contextual Considerations – Asset Management decisions shall be integrated with applicable legislation, climate adaptation strategies, Corporate Guidelines and Management, and the City's equity and inclusion commitments. Broader political, social, and economic contexts will be considered in all planning and prioritization processes.

2. Continuous Improvement and Data Integration - The City shall conduct cyclic reviews of Asset Management practices and will align with international best practices, (including, but not limited to, the *ISO 55000* and the *International Infrastructure Management Manual* (IIMM)), National Standards and Guidance, and Provincial requirements. Asset Information shall flow in a timely manner to digital systems, and data quality will be maintained to support planning, operations, and reporting.

3. Funding for Service-Aligned Asset Management Activities – Asset Management Activities (such as Renewals, Replacements, or Maintenance) required to maintain acceptable condition levels shall be funded as a priority. Funding decisions will be aligned with defined Levels of Service, Risks, and Lifecycle Costs.

4. Lifecycle Costing in Decision-Making - Lifecycle costs will be documented and considered in decisions related to Assets including planning, acquisition, operations, Maintenance, Renewal/rehabilitation, and disposal costs, when available. Evidence-based decision-making shall be applied to ensure an appropriate balance among Levels of Service, Risks, and Lifecycle Costs, with professional judgement used where data or evidence is limited or unavailable.

5. Inspection and Condition Monitoring – Condition of Assets will be monitored to ensure Levels of Service are maintained and to identify Renewal and/or Replacement priorities. A formal inspection strategy may be required depending on Asset criticality. Inspection results will inform updates to Asset Management Plans and budgets.

6. Community-Informed Levels of Service – Levels of Service will be determined considering community feedback, where appropriate, and shall be approved by Council. Stakeholder engagement may be considered in determining social value, which would include special events, to influence the prioritization of future repair, maintain or replacement (RMR) program Levels of Service.

Legal References

Municipal Government Act
Provincial Priorities Act

Cross References

Bylaw 13/2002, Chief Administrative Officer Bylaw;
Bylaw 15/2007, Municipal Development Plan;
Policy C-FS-05, Budget Guiding Principles;
Policy A-FS-19, Tangible Capital Assets Policy;
Council Strategic Plan;
Corporate Business Plan;
Asset Management Framework / System

Attachments

N/A

DATE REVIEWED	NEXT REVIEW DATE	REVISIONS
May 2026 – Engineering Services	**2031 – Engineering Services**	**C463-2014 2014 09 22** **AR-19-003 2019 01 21** **CB-26-035 2026 07 14**