



City of St. Albert
CITY COUNCIL POLICY

Asset Management

AUTHORITY	APPROVED	Res. No.	mm dd	REVISED	Res. No.	mm dd
City Council		C463-2014	09 22		AR-19-003	01 21

Purpose

1. To set the guidelines for implementing consistent asset management practices and procedures throughout the City of St. Albert.
2. To articulate the City's commitment to:
 - a. Ensuring the City's long-term management of assets is done in a sustainable manner that meets the Council-defined acceptable condition of the assets to be used by the residents, visitors, the environment, and the corporation.
 - b. Meeting Federal and Provincial legislative requirements for asset management.
 - c. Demonstrating transparent and responsible asset management processes that align with demonstrated best practice.
 - d. Ensuring an integrated approach across all Business Units in Asset Management service delivery.
 - e. Establishing a consistent approach for the rehabilitation, repair and replacement of the City's assets.

Policy

Corporate and infrastructure assets shall be maintained in an efficient and sustainable manner that meets the present and future growth needs of the City, and in accordance with approved guiding principles.

This policy applies to all corporate and infrastructure assets within St. Albert that are owned by the City of St. Albert, including those assets owned but not operated by the City of St. Albert.

Definitions

"Asset" means both corporate and infrastructure assets.

"Asset class" means grouping of assets having common characteristics that distinguish those assets as a group or type.

"Asset information" means functional, technical and financial information about the asset as dictated by the asset management plan.



“Asset management committee” means a working committee of representative from all City departments responsible for managing infrastructure or corporate assets.

“Asset management plan” means a plan where the processes utilized to answer the following questions are documented for each asset:

1. What assets does the City possess?
2. What is the condition and expected remaining service life of the assets?
3. How much are the assets worth?
4. At what condition would the City desire to keep those assets?
5. When are the assets expected to be at the agreed acceptable condition?
6. How much will it cost to bring the assets to the desired condition?
7. How can long-term affordability be assured?

“Business unit asset management group” means the employees responsible for managing assets within a business unit or department.

“City” means the City of St. Albert

“Corporate asset” means an asset class that serves the corporation in order to serve the community. Corporate assets are:

1. Specialized Equipment & Tools:
 - a. Fire special tools & equipment
 - b. Ambulance special tools & equipment
 - c. Police special tools & equipment
 - d. Fitness & wellness equipment
 - e. Arden Theatre equipment
 - f. Children's Festival equipment
 - g. Servus Place other equipment
 - h. Pottery special tools & equipment
 - i. Transit Garage special tools & equipment
 - j. Utilities special tools & equipment
 - k. Aquatics special tools & equipment
2. Communication System
3. Machinery & Equipment
4. Office Equipment
5. Office Furniture
6. Leased Computers
7. Computer Hardware
8. Systems Automation
9. Computer Software
10. City owned vehicles.

“Infrastructure asset” means an asset class that serves the citizens and meets one or more of the following criteria:



1. Loss of the asset represents an extreme risk to the City either in safety, the successful delivery of the City's Community Plan or critical services delivery to the community.
2. The ongoing maintenance of the asset class is complex and requires engineering techniques for its condition assessment and replacement.

Infrastructure asset classes are:

1. Storm utilities
2. Wastewater utilities
3. Water utilities
4. Roads
5. Buildings
6. Sidewalk
7. Trail
8. Transit
9. PW Equipment
10. Traffic Bridges
11. Pedestrian Bridges
12. Parks and Amenities
13. Traffic Signals

“Sustainable” means developed in a manner that meets the needs of the present without compromising the ability of future generations to meet their own needs, while striking a balance between economic prosperity, social responsibility, and environmental stewardship.

Responsibilities

1. Council:
 - a. Set a corporate asset management policy.
 - b. Establish defined levels of acceptable condition.
 - c. Ensure appropriate resources are made available to implement the asset management plans.
2. Chief Administrative Officer:
 - a. Establish and periodically review the asset management policy in line with the Council Policy Framework.
 - 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:
 - a. To provide coordination for the implementation of asset management across the business units.
 - b. To raise awareness on asset management practices across the organization.



- c. To develop and review the asset management policy.
 - d. To design, develop, review and oversee the implementation of asset management plans for asset classes.
 - e. To provide leadership in implementing and maintaining asset management per the standards outlined on this policy.
 - f. To identify resource gaps/issues in implementing asset management plans for asset classes.
 - g. To present information to Council and Chief Administrative Officer in terms of community needs, lifecycle, risk and costs.
 - h. To ensure statutory requirements are met.
4. Business Unit Asset Management Group:
- a. To develop asset management plans for asset classes under their responsibility.
 - b. To implement improvement plans for individual asset groups.
 - c. To implement tactical plans (such as maintenance programs and capital projects) in accordance with asset management plans.
 - d. To deliver acceptable condition levels to the Council approved standards.
5. All staff:
- a. Any staff member that has a responsibility to program, instigate, govern or oversee work that results in the creation, upgrade, renewal, receipt (gifted or otherwise) or disposal of assets that are owned or held in the custody of the City, at the completion of each specific asset's activity must collect all required asset information and ensure that all asset information is handled as specified on the asset management plan.

Standards

The following standards provide the foundation for this policy:

1. All relevant legislative requirements together with political, social and economic environments are to be taken into account in asset management.
2. Methodical cyclic reviews will be applied to all asset classes to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable provincial standards as specified on the asset management plans.
3. Asset renewals required to maintain assets at an acceptable condition level as identified in asset management plans and long term financial plans will be funded as a matter of priority in the annual budget estimates.
4. Asset information that is created or changes as a result of creating, upgrading, renewing, receiving and disposing of assets owned by or in the custody of Council will flow in a timely fashion to the appropriate asset management systems.
5. Levels of acceptable conditions documented on the asset management plans and approved by Council will be funded as a matter of priority in the annual budget process.



6. Future life cycle costs will be reported and considered in all decisions relating to new assets and upgrading of existing assets.
7. An inspection regime will be used as part of asset management to ensure acceptable conditions are maintained and to identify asset renewal priorities.
8. Future levels of acceptable condition will be determined in consultation with the community.

Legal References: *Municipal Government 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.

