

Department: County Manager	Section: Government Services
---	---

AM-01 Asset Management

Policy statement

Leduc County is committed to a strategic approach to asset management and as such will commit to the following when making asset management decisions:

- **Asset Acquisition:**
 - Decisions to acquire new assets will be based on an understanding that the asset supports long term goals and that the full life cycle cost has been considered and incorporated into future operating and capital financial plans.
- **Asset Maintenance:**
 - For each asset, efficient maintenance strategies will be implemented that considers sustaining the desired levels of service and seeks to minimize risk and the life cycle cost.
- **Asset Renewals/Replacements:**
 - Decisions to renew or replace an asset will consider risk (probability and consequences of asset failure), life cycle cost and the impacts to levels of service.
- **Asset Disposal:**
 - The utilization and function of all assets will be considered periodically together with the cost of operating and maintaining. Assets will be disposed of where it is determined that resources can be applied to other uses with greater benefit.

Definitions

- Assets include land, land improvements, roads, buildings, vehicles, equipment and utility infrastructure. They are resources having physical substance, which are used on a continuing basis in the County's operations; have useful lives extending beyond one year; are not intended for sale in the normal course of operations; and meet or exceed the financial threshold established in the Tangible Capital Asset policy.
- Asset maintenance regular activities conducted to keep an asset functioning in its intended state. Maintenance activities are not considered capital investments.
- Asset management means the process of making decisions about the use and care of municipal assets to deliver services in a way that considers current and future needs, manages risks and opportunities, and makes the best use of resources.
- Asset management committee is a cross functional committee, comprised of administrative staff, whose mandate is to increase awareness of asset management across the organization and to improve financial sustainability through an integrated approach to continuous improvement in its asset management practices and capabilities.
- Asset renewal is the replacement, refurbishment, or major maintenance of an asset that represents a capital investment and substantially extends the life of an asset.

Approved Date:	Motion No:	Page No.
February 26, 2019	32-19	1 of 3

Department: County Manager	Section: Government Services
---	---

- Asset stewardship refers to the careful and responsible management of assets.
- Capital project is an asset renewal project.
- Level of service is a defined service being provided by the municipality.
- Lifecycle cost is the full financial impact of ownership of an asset throughout its useful life. It includes the costs to acquire, maintain, renew and dispose of an asset.
- Long range financial plan is a plan, which includes major and capital projects, that documents the process of aligning financial capacity with long-term level of service objectives.
- Major project is an asset maintenance project.

Asset Management standards

- Leduc County will manage our assets in a manner that is stable over the long term.
- Leduc County shall operate in a manner that takes into account the financial effects on future generations and considers changing circumstances and risks.
- Leduc County will implement asset management practices that ensure public resources are put to the best possible use and that the full cost of asset ownership is considered in decision-making.

Funding Strategy

- A long range financial plan will be maintained which considers the renewal and replacement of existing assets and the impact to taxation and user fees.
- The timing for asset renewal/replacement will balance risk with cost and levels of service.
- The long range financial plan will identify how asset renewals/replacements will be financed, whether be it through current revenues, reserve funds, grants or borrowing.

Asset stewardship

- Asset management administrative procedures outline the necessary processes required for careful and responsible management of assets.

Monitoring & Updating

- This policy shall be available for public inspection and will be posted on Leduc County's website.
- The Asset Management Policy will be reviewed at least once every four years.

Approved Date:	Motion No:	Page No.
February 26, 2019	32-19	2 of 3

Department: County Manager	Section: Government Services
---	---

Policy responsibilities**1. Council responsibilities**

Council shall:

- approve an asset management policy;
- support an asset management policy;
- monitor and review asset standards and levels of service; and
- approve the planning and budgeting of assets.

2. Administration responsibilities

The County Manager or designate shall:

- direct Administration to develop the necessary administrative procedures to implement this policy;
- approve those administrative procedures; and
- monitor and review infrastructure standards and levels of service at established intervals.

Asset Management Committee members shall:

- increase awareness of the importance of asset management across the organization;
- identify opportunities for improvements to the lifecycle management of assets;
- create and implement specific processes and practices to realize improved planning, development and management of assets; and
- complete an annual report to council on the status of asset management in the organization.

Approved Date:	Motion No:	Page No.
February 26, 2019	32-19	3 of 3