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1. PURPOSE

- 1.1 Establish asset management practices to meet the needs and strategic goals of Woodlands County.
- 1.2 Outline principles that enable Woodlands County to manage infrastructure assets in a way that is cost-effective, sustainable, and environmentally responsible.

2. POLICY DETAILS

Asset Management Principles

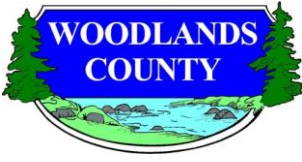
Asset management principles will be developed over time and implemented when making decisions pertaining to the management of infrastructure assets that the County owns and/or manages. This includes the planning of asset acquisition, operations, maintenance, disposal, and renewal over the asset life cycles. Natural assets will eventually be included in the asset management program's scope of work.

2.1 Sustainability and Environmental Adaptability

- a) Consider risk, life-cycle-costs and defined levels of service when investing in infrastructure assets.
- b) Undertake a holistic approach to asset management planning considering socio-cultural, environmental, and economic factors.
- c) Utilize available information to forecast changes in demographics' service demand.
- d) Consider how increased frequency and severity of climatic events may directly affect the delivery of levels of service.

2.2 Holistic "Big Picture" Approach

- a) Develop cross-departmental communication processes and functional groups to support asset management planning.
- b) Consider the state of infrastructure assets owned and/or managed by the County in system wide context, as well as an individual asset.
- c) Maximize efficiency of existing infrastructure by managing the condition, risk, and delivered level of service.



- d) Implement asset evaluation methods to continually monitor and improve the overall state of infrastructure assets and service delivery.

2.3 Service Delivery to Customers and Information Management

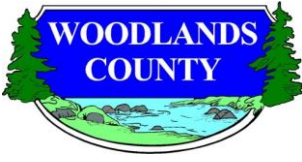
- a) Define levels of service targets considering stakeholder needs, minimizing long-term costs, and asset management strategic risks.
- b) Deliver target levels of service by effectively and efficiently managing all infrastructure networks.
- c) Maintain transparency with stakeholders regarding level of service targets and asset performance.
- d) Ensure alignment of levels of service with strategic objectives, as well as legislative, statutory, and regulatory requirements.
- e) Monitor and periodically review the defined levels of service and update accordingly.
- f) Maintain a comprehensive infrastructure inventory, updated continually.

2.4 Fiscal Responsibility and Decision Making

- a) Consider the inter-generational effects of infrastructure investment throughout the asset management decision-making process.
- b) Conduct ongoing asset management research to develop best practices.
- c) Consider full life-cycle costs including acquisition, operation, maintenance, and disposal when making infrastructure planning decisions to minimize the long-term cost of ownership.
- d) Continue and refine infrastructure maintenance strategies which sustain defined levels of service and maximize asset value.
- e) Comply with all statutory financial tracking and reporting requirements.
- f) Address the meeting of stakeholder expectations with regards to level of service and related strategic objectives within capital investment plans.

2.5 Continuous Improvement

- a) Continually seek improvement in asset management processes by incorporating innovative, tools, techniques, and solutions.
- b) Monitor and review asset management processes for progress and effectiveness. Make revisions where applicable to improve the process.
- c) Promote long-term cross-departmental efficiency and effectiveness in service delivery and asset management decision making.
- d) Assess progress and provide support, education, and training to further develop the asset management program.
- e) The municipality will review the Asset Management Policy in conjunction with its review of the Asset Management Strategy, every two (2) to five (5) years.



3. DEFINITIONS

- 3.1 *Asset Management* - the process of making decisions about the use and care of the infrastructure to deliver services in a way that considers current and future needs, manages risks and opportunities, and makes the best use of resources.
- 3.2 *Asset* - a physical component of a system that has value, enables services to be provided, and has an economic life greater than 12 months.
- 3.3 *Asset Register* - a list of all the municipality's assets including details such as condition, location, and level of service.
- 3.4 *Level of Service* – the defined standard for the provision of a particular service. The levels are defined with consideration of quality, quantity, reliability, responsiveness, environmental acceptability, regulatory requirements, and life-cycle costs as identified by Council.
- 3.5 *Risk* - events or occurrences that negatively impact the ability to deliver the defined levels of service.
- 3.6 *Asset Risk* - events where an asset fails to perform as it was designed/needed to.
- 3.7 *Life-cycle* - the time interval that commences with the identification of the need for an asset and terminates with the disposal of the asset.
- 3.8 *Life-cycle-cost* - the financial and human resources required throughout the life cycle of the asset.
- 3.9 *Long-term financial plan* - a plan that documents the process of aligning financial capacity with long-term service objectives.
- 3.10 *Stakeholder* - any person or group who affects, is affected by, or perceives themselves to be affected by the activities of the organization.
- 3.11 *Socio-cultural* - social and cultural factors, this encompasses common traditions, habits, patterns, and beliefs present in a municipality's population.

4. ROLES AND RESPONSIBILITIES

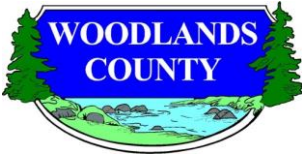
The following roles and responsibilities are assigned for the implementation of asset management:

4.1 Council

- a) Provide direction on levels of service & priorities.
- b) Approve Asset Management Policy.
- c) Allocate resources through operating & capital budgets to support funding requirements laid out in the plan and long-term funding schedules to implement the Asset Management Policy and associated requirements.

4.2 Chief Administrative Officer

- a) Ensures and oversees corporate adoption of asset management policy, strategy, plans and processes, and facilitates cross-departmental cooperation and alignment.



4.3 Asset Management Steering Group

- a) Provides a forum for discussion and development of asset management policy, strategy, plans, and processes.
- b) Encourages the collaboration and integration between different departments to achieve efficiency and effectiveness in service delivery.
- c) Provides a forum for learning, information sharing, and co-education opportunities.
- d) Leads the development of corporate asset management tools and practices and monitors their application across the organization.

4.4 Management

- a) Lead the adoption of the Asset Management Policy within their departments.
- b) Allocate appropriate resources for the implementation of the policy and associated processes requirements.
- c) Liaise with Asset Management Steering Group.

4.5 Corporate Services

- a) Provides financial direction and support to the departments and Asset Management Steering Group.
- b) Develops and maintains the required financial plans and records following the Asset Management Policy and regulatory and statutory requirements.

4.6 Staff

- a) Responsible for observing the requirements of the Asset Management Policy.

5. RELATED POLICIES AND DOCUMENTS

5.1 Policy 1504 - Purchasing

5.2 Policy 1516 -Tangible Capital Assets

5.3 Woodlands County Asset Management Strategic Plan (*draft*)