



Asset Management

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Department: Public Services	Authority: CAO
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Related Policy No.: PS-PW-4	
Related Policy Name: Asset Management	

1.0 PURPOSE

- 1.1 This document provides guidelines for the implementation and continuous improvement of the Town’s Asset Management Program.

2.0 OPERATING GUIDELINES

- 2.1 Asset Management Strategy Objectives:
 - 2.1.1 The following administrative objectives emphasize Asset Management best practices that will be implemented as part of the Town’s Asset Management Program:
 - 2.1.1.1 Clearly define Levels of Service that support customer needs, while accounting for risk, costs and available resources;
 - 2.1.1.2 Establish and maintain a record of the value and depreciation rates of all tangible assets owned by the Town; and,
 - 2.1.1.3 Achieve continuous improvement in asset management process through ongoing improvements to the quality of data to provide increased forecast reliability. Data quality refers to accurate records of information that are updated by staff and continuously updated as changes or condition assessments are made on assets.
 - 2.1.2 The following operational objectives will be implemented as part of the Town’s Asset Management Program:
 - 2.1.2.1 Condition Assessments: Review all Town linear, building and other assets to create and annually update the conditions of all assets;



- 2.1.2.2 New/Disposed Assets: Annual disposal and input of new assets into the asset management program. Update all databases to reflect the yearly change in Town assets;
- 2.1.2.3 Risk Assessment: Develop a system of ranking risk of failure to allow the system to identify baskets of assets that present similar risk in order to rank capital renewal planning;
- 2.1.2.4 Annual Reporting: Provide council with annual updates to linear, building or other assets as it relates to condition, risk and level of service; and,
- 2.1.2.5 Review, on an on-going basis, business processes related to asset acquisition, risk management, asset maintenance, asset disposition, and service provision.

3.0 GENERAL

3.1 Asset Management Team & Staffing Requirements

3.1.1 To ensure the success of the AM Strategy, a cross functional asset management team will be established. The Asset Management Team (AMT) will be made up of subject matter experts in their functional departments. Each of these subject matter experts will be responsible for providing departmental specific asset management requirements to help facilitate the development of the AM Strategy. The AMT will provide advice on an ad-hoc basis during the initiation of asset management activities, and on an on-going basis during development of planning and asset management activities. The AMT will be chaired by the Facility Maintenance & Energy Manager. Meetings will be held bi-annually or as required to support the Asset Management Program.

3.1.1.1 The AMT will consist of:

- 3.1.1.1.1 Manager of Engineering and Public Works;
- 3.1.1.1.2 Waste Services and Administrative Manager;
- 3.1.1.1.3 Facilities and Energy Manager;
- 3.1.1.1.4 Administrative Services Manager;
- 3.1.1.1.5 Information Technology Manager;
- 3.1.1.1.6 Manager of Recreation; and,
- 3.1.1.1.7 Utilities Foreman

4.0 SCOPE

4.1 Below is a summary of the service that the Town of Taber provides and gives examples of the Asset groups and Asset types owned by the Town that support the delivery of services:



Asset Group/Type	Asset Examples
Transportation	Roads, sidewalks, pathways, bridges, etc.
Water	Water treatment, watermains and services, pump stations, etc.
Wastewater	Wastewater treatment, wastewater mains and services, wastewater lift stations, etc.
Stormwater	Stormwater mains and services, storm ponds, etc.
Solid Waste	Garbage bins, etc.
Facilities	Town owned, leased out etc.
Land	Bare land, land improvements, etc.
Fleet (vehicle and equipment)	Grader, excavator, pick-up trucks, etc.
Information Technology	Hardware, software, office equipment, etc.
Natural Assets	Water bodies, wetlands, trees, etc.

5.0 OTHER CONSIDERATIONS

5.1 10 Year Capital Plan

5.1.1 The Town recognizes that the implementation of an AM Strategy is directly correlated to the Town’s Ten-Year Capital Plan. As AM for the Town evolves, the process to prioritize capital projects will change and improve the Ten-Year Capital Plan, priorities are determined, the re-prioritization of Capital projects so the Town can meet its asset management needs and maintain fiscal responsibility.

5.2 Operational Budget

5.2.1 On an annual basis, the Town reviews its annual operating budget. As part of this process, annual repairs and maintenance costs for assets are identified if information is available. The amount of budget allocated for annual repairs and maintenance should be directly influenced by the age and condition of Town assets.

5.2.2 As part of the Town’s commitment to the sustainable financial planning and budget strategy, overall lifecycle costs, including ongoing repairs and maintenance, will be accounted for.


5.3 Level of Service

5.3.1 In order to effectively develop and maintain a sustainable AM Strategy, the Town of Taber recognizes that the Level of Service for community services are directly influenced by budget and administrative policy.

5.4 Reporting

5.4.1 A draft version of the Asset Management Strategy will be developed that incorporates reporting requirements as necessary. Once the final Strategy is approved, this Procedure may be updated to align with the Strategy.


 CHIEF ADMINISTRATIVE OFFICER


 DATE

