



## Lethbridge County Policy Handbook

**EFFECTIVE:** April 6, 2017

**SECTION:** 300 NO. 354 Page 1 of 3

**APPROVED BY:** County Council

**SUBJECT:** Asset Management

**REVISED DATE:**

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### **Policy Statement**

Lethbridge County understands the value of Asset Management and is committed to maintaining and improving upon the County's infrastructure systems.

Asset Management is the process of making decisions about the use and care of infrastructure to deliver services in a way that considers the current and future needs, manages risk, identifies opportunities for best maintenance practices and evaluates the best use of the County's resources. The County will implement these Asset Management processes for the purpose of long-term infrastructure sustainability.

### **Purpose**

The objective of this policy is to guide the County's Asset Management Program through facilitating logical, methodical and informed decisions regarding the life cycle planning of the County's assets. In addition, this policy will work as a guideline to assist the County in its efforts to achieve greater asset sustainability and effective allocation of County resources and funding sources as identified below:

- Review and maintain the County's asset inventory for all infrastructure;
- Provide a consistent, accurate and single data set of asset information for tracking and reporting purposes;
- Provide a framework that will enable the County to implement infrastructure needs plans;
- Strive to deliver services at approved service levels;
- Improve upon the decision making accountability and transparency of infrastructure needs within the County;
- Better demonstration of the decisions made on long-term infrastructure considerations;
- Reducing long term life cycle costs while maintaining acceptable levels of service;
- Meet the legislative reporting and organizational financial planning requirements.



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The key roles, actions and responsible parties for managing the Asset Management Program are as follows:

ROLE	RESPONSIBILITY
Adopt an Asset Management Policy	Council
Prepare and implement an Asset Management directive	Chief Administrative Officer and Asset Management Team
Monitor and review infrastructure standards and levels of service as established	Council, Chief Administrative Officer and Staff
Develop and maintain Asset Inventories	Municipal Services and Finance & Administration Departments
Assess infrastructure conditions	Municipal Services Department
Establish and monitor infrastructure replacement levels and needs through asset inventory data set	Municipal Services Department
Develop and maintain financial plans and funding options for the appropriate level of maintenance, rehabilitation, extension and decommission of assets	Municipal Services and Finance & Administration Departments
Report on infrastructure assets and asset management program	Council, Chief Administrative Officer and Asset Management Team

### **Terms of Reference**

The terms of reference for the Asset Management Program are set out as follows:

- Identify key individuals within the organization that will be the “Champions” and responsible parties for Asset Management;
- In-house champion will be responsible for completion of the “pre-work” for Asset Management Program and will facilitate the successful implementation of “deliverables”;
- Initiate and organize meetings as required with appropriate staff related to Asset Management;
- Develop and implement an internal reporting process to ensure that the organization is kept well-informed of the determined maintenance and/or replacement needs, inventory data updates, service levels, financial plans, etc. related to the County’s infrastructure;



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- Provide internal status/progress reporting to the Senior Management Team and/or Council;
- Ensure compliance with legislative requirements;
- Prepare recommendations as required to the Senior Management Team and/or Council regarding asset management priorities;
- Review existing policies and procedures relating to asset management within the organization. Where necessary, make recommendations to the Senior Management Team and/or Council for amendments.