# DRUMHELLER
## COUNCIL POLICY

**Dinosaur Capital of Canada**

## COUNCIL POLICY #C-03-17

### ASSET MANAGEMENT POLICY

### Policy Statement

The Town of Drumheller shall adopt and apply asset management (AM) practices to provide for the effective fiscal and physical management of current and future assets to ensure safe, reliable and sustainable services to its customers.

1. **Purpose**
   The objective of this policy is to lay out the Asset Management Program (AMP) principles with the aim of:

   - Enabling informed decision-making by Council, staff and community;
   - Improving decision-making accountability and transparency;
   - Support a culture where all employees take part in incorporating the Asset Management Framework into the management of the community assets;
   - Ensuring that the Town's services and infrastructure are provided:
     o In a safe, reliable and sustainable manner;
     o Within approved levels of service;
     o That will support residents, visitors and the environment; and,
     o In alignment with the corporate vision and goals.
   - Ensuring that risk, level of service, condition, and inventory are considered to inform and prioritize programming decisions at all levels of decision making.

2. **Assets Covered by the Policy**
   This policy applies to all physical and financial assets under the control of the Town in categories including Transportation, Water, Wastewater, Storm, Facilities and Equipment.

3. **Definition**
   Asset Management is an integrated approach involving planning, finance, engineering, maintenance and operations to maximize benefits, reduce risk and provide safe and reliable levels of service to community users.

4. **Our Principles**

   - **Corporate Alignment:** Alignment with corporate vision and goals will be enabled through this policy the asset management framework.

- **Life Cycle Management:** Assets will be managed recognizing the whole of life ownership costs.
- **Build Organizational Resiliency:** Document policies and procedures to mitigate business risks and ensure core business processes can sustain staff and resource changes.
- **Community Input:** Incorporate relevant and appropriate community input into the development of asset management plans for levels of service targets.

5. **Responsibilities and Relationships**

Town Council:

- Review and Adopt the Asset Management Policy:
- Approve levels of service incorporating risk, financial, community input that align with the community vision and goals:

CAO and Executive Team:

- Implement the Council Asset Management Policy;
- Develop an Asset Management Framework which includes Plans and Procedures that implements the Council Asset Management Policy; and,
- Annually Report to Town Council on the status of the Asset Management Framework.

Managers and staff:

- Incorporate the Asset Management Framework into the management of the community assets;
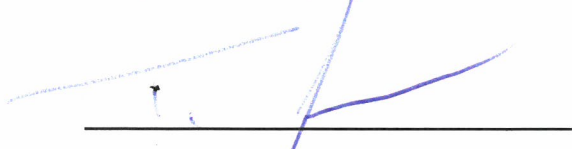- Operationalize the details of the plans and asset management systems.

## Attachment

- Asset Management Framework

**Date:      September 18, 2017**

**Chief Administrative Officer**

**Mayor of Drumheller**

# Asset Management Framework

**ASSET DEPARTMENT**
- Confirm strategic objectives and establish AM policies, strategies and goals
- Define responsibilities and ownership
- Decide core of advanced AM Plan.
- Gain organization commitment.
- Identify/ review asset management function
- Current state of a set dept.

**REVIEW/COLLATE ASSET INFORMATION**
- Existing information sources
- Identify and describe assets
- Data collection
- Condition assessments
- Performance monitoring
- Valuation data

**DEFINE SCOPE AND STRUCTURE OF PLAN**

**ESTABLISH LEVELS OF SERVICE**
- Establish strategic linkages
- Define and adopt statements
- Establish measures and targets
- Consultation

**LIFECYCLE MANAGMENT STRATEGIES**
- Develop lifecycle strategies
- Describe service delivery strategy
- Risk management strategies
- Demand forecasting and management
- Optimized decision making (renewals, new works, disposals)
- Optimize maintenance strategies

**FINANCIAL FORECASTS**
- Lifecycle analysis
- Financial forecast summary (multi-year plan)
- Valuation depreciation
- Funding

**INFORMATION MANAGEMENT AND DATA IMPROVEMENT**

**AM PLAN REVIEW AND AUDIT**

**IMPLEMENT IMPROVEMENT STRATEGY**

**IMPROVEMENT PLAN**
- Assess current/desired practices
- Develop improvement plan

**IS THE PLAN AFFORDABLE?**

**ITERATION**
- Reconsider service statements
- Options for funding
- Consult with council
- Consult with community

**ANNUAL PLAN / BUSINESS PLAN**

DRUMHELLER