

## Request for Decision

<b>Title</b>	<b>Asset Management Policy</b>
<b>Proposed Motion</b>	That Council approve the Asset Management Policy as presented.
<b>Administrative Recommendation</b>	Administration recommends that Council approve the Asset Management Policy for implementation.
<b>Previous Council Direction</b>	<p>July 10, 2017 – Committee of the Whole Draft Asset Management Policy was presented to Council for feedback.</p> <p>December 13, 2016 – Motion 449/16 That Council approve the 2017 – 2019 Corporate Business Plan.</p> <p>October 11, 2016 – Motion 343/16 That Council direct Administration to extend the schedule of Phase I Asset Management: Policy Development to the middle of 2017.</p> <p>December 8, 2015 – Motion 395/45 That Sturgeon County Council approves the 2016-2018 Corporate Business Plan.</p>
<b>Report</b>	<p><u>Background Information</u></p> <ul style="list-style-type: none"> <li>The Infrastructure Asset Management (AM) initiative has three (3) phases: <ul style="list-style-type: none"> <li>Phase 1 – Policy and Plan;</li> <li>Phase 2 – Planning of Implementation; and</li> <li>Phase 3 – Implementation- Asset Gathering, including but not limited to: <ul style="list-style-type: none"> <li>Develop a State of the Infrastructure Report by completing an inventory and condition assessment of all Sturgeon County infrastructure assets;</li> <li>Develop the desired level of service and determine the risk levels and infrastructure deficit associated with the inventory.</li> </ul> </li> </ul> </li> <li>Phase 1 is to be delivered by Engineering Services, in consultation with asset owner Departments.</li> </ul>

- Phases 2 and 3 (implementation) will be undertaken by the Municipal Services Division.
- The purpose of having an Asset Management Policy and plan is to provide direction for consistent management of Sturgeon County's assets.
- **Phase 1 - Asset Management Policy (Complete)**
  - Opus Stewart Weir was contracted to facilitate the development, as well as draft the Asset Management Policy and Plan (Strategy).
  - The draft policy was developed in a series of "Policy Development Workshops" with key Departmental staff starting late in 2015, with further input from staff and the Senior Leadership Team (SLT).
- SLT has approved the draft policy, and staff are conducting further Department stakeholder engagement on the Asset Management Strategy.
- Upon acceptance, the Asset Management Policy and strategy will guide future strategic planning and budgeting decisions.
- **Phase 1 - Asset Management Strategy (Plan - Ongoing)**
  - The strategy is based on the results of a high-level Asset Management "Gap Assessment" and collaboration with County staff on AM practices regarding service delivery.
  - The Asset Management Strategy is still under development and will be presented to SLT in November upon completion.

#### External Communication

- Aside from tri-annual reporting, there has been no external communication during this project. Coordination and engagement with key internal stakeholders was required to achieve the milestones and deliverables. The primary Departments that were engaged were:
  - Senior Leadership Team
  - Engineering Services
  - Transportation Services
  - Fleet and Building Maintenance
  - Legislative Services
  - Information Services
  - Economic Development
  - Agriculture Services
  - Community Services
  - Financial Services
  - Current Planning and Development
  - Protective Services
  - Utility Services

	<p><u>Relevant Policy/Legislation/Practices:</u></p> <ul style="list-style-type: none"> <li>• Sturgeon County # ADM-TCA-1: Tangible Capital Assets</li> <li>• ISO 55000 Asset Management, which is the first set of International Standards for Asset Management</li> <li>• Sturgeon County Corporate Business Plan</li> <li>• Sturgeon County Strategic Plan</li> <li>• Municipal Development Plan (MDP)</li> <li>• 2015 Sturgeon County Business Case for Asset Management</li> </ul>
<p><b>Implication of Administrative Recommendation</b></p>	<p><u>Strategic Alignment:</u></p> <p><b><u>Strong Local Governance and Regional Leadership</u></b></p> <p>Strong local governance is demonstrated by considering fiscal stability and sustainability through effective asset lifecycle management.</p> <p><b><u>Planned Growth and Prosperity:</u></b></p> <p>Through effective Asset Management Condition Assessment reporting, Sturgeon County will be able to consider cumulative costs and long-term funding implications to assist in future budget planning.</p> <p><b><u>Operational Excellence:</u></b></p> <p>Sturgeon County's ability to deliver consistent and defined levels of service to all stakeholders in a cost-effective manner will improve through effective management of infrastructure assets.</p> <p><u>Organizational:</u></p> <p>The approval of the Asset Management Policy is an important first step in the development of an overall Asset Management Program. The policy will guide the framework for the future development of the Asset Management Program.</p> <p>The implementation of an Asset Management Program will be a coordinated activity in Sturgeon County to provide significant improvement in the operational activities associated with the operation and management of our infrastructure assets. The core benefits include:</p> <ol style="list-style-type: none"> <li>1. Improved risk management associated with our assets.</li> <li>2. Improved financial performance of our assets.</li> <li>3. Informed investment decisions when planning.</li> <li>4. Compliance with legislated regulation as they apply to certain assets.</li> <li>5. Improved organizational sustainability over time.</li> <li>6. Improved Efficiency &amp; Effectiveness at the operational and planning level.</li> <li>7. Improved services.</li> <li>8. Potential for increased access to funding.</li> </ol> <p><u>Financial:</u></p> <p>None.</p>

<b>Alternatives Considered</b>	That Council not approve the policy.
<b>Implications of Alternatives</b>	Without this policy, there will be no guiding principles and procedures in place for a consistent, coordinated and strategic approach to Sturgeon County's Asset Management Program and outcomes will not be achieved.
<b>Follow up Action</b>	1. Use policy as reference for Asset Management implementation.
<b>Attachment(s)</b>	1. Asset Management Policy 2. Tangible Capital Assets Policy 3. Asset Management Presentation
<b>Report Reviewed by:</b>	 <p>Brian Hartman, Manager Engineering Services</p>  <p>Stephane Labonne, General Manager, Integrated Growth Division</p>  <p>Peter Tarnawsky, County Commissioner – CAO</p>

## Strategic Alignment Checklist

**Vision:** Sturgeon County: a diverse, active community that pioneers opportunities and promotes initiative while embracing rural lifestyles.

**Mission:** Provide quality, cost effective services and infrastructure to meet the diverse needs of the Sturgeon County community, while improving competitiveness and sustainability.

Focus Areas	Not consistent	N/A	Consistent
<b>Strong Local Governance and Regional Leadership</b>			
<i>We promote consistent and accountable leadership through collaborative and transparent processes (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Consistent with neighborhood role (see MDP), master plans, policies</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Considers fiscal stability and sustainability</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Has a positive impact on regional and sub-regional cooperation</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Respect the Natural Environment</b>			
<i>We acknowledge the importance of a healthy environment and will minimize and monitor our impact on ecosystems (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Compliance with Provincial and Federal regulations and/or legislation</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Ensure effective environmental risk management</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Community Identity &amp; Spirit</b>			
<i>We will build upon our strengths, where together we will create an inclusive, caring community (Strategic Plan, (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Promotes and/or enhances residents' identification with Sturgeon County</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Enhances service provision through community partnerships</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Supports Sturgeon County's cultural history</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Planned Growth and Prosperity</b>			
<i>We encourage varied and integrated enterprises that enhance our strong economic base, while balancing the needs of the community and natural environment. (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Does the proposal align with the Integrated Regional Growth Strategy (map/policies) pg. 26 MDP</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Considers cumulative costs and long-term funding implications</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Targets growth around current or planned infrastructure</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Maintain and Enhance Strong Communities</b>			
<i>We are committed to a safe, secure community, where our residents are respected and provided with access to opportunities. (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Positive impact on residents' quality of life</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Supports and promotes volunteer efforts</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Provides programs and services that are accessible to all residents</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Operational Excellence</b>			
<i>We have the organizational capability to deliver consistent and defined levels of service to all stakeholders in a professional, efficient, and cost effective manner</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Staff have the knowledge, skills and capability to perform their jobs</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Streamlines operational processes and policies</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Promotes engagement and professional interaction with stakeholders</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Considers a cost-structure which allows Sturgeon County to remain competitive within a regional, national and global context</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>