

	Title: Asset Management Policy	Policy No: CO-71
	Category: Council Policy	Section: Engineering
	Authority: Council	
	Date Adopted: November 23, 2020	

Purpose:

The purpose of this policy is to document the City of Langley’s commitment to asset management and provide a set of principles that guide the City’s Asset Management Program.

This policy also demonstrates to the community that Council is being proactive in exercising good stewardship, and is committed to delivering affordable services, while maintaining the City’s sustainability.

This policy does not intend to commit to any specific funding level; only to illustrate that asset management is supported at all levels of the organization, and the City works continually towards improving its asset management practices.

Scope:

A key result area in the City’s 2017-2021 Strategic Plan includes Infrastructure Renewal and states ‘We recognize the need for, and are committed to establishing, a long term, financially responsible, infrastructure renewal plan for all municipal assets. The key initiative in the plan is to ‘Develop an asset management policy to establish the organization’s commitment to asset management with stable, long-term funding for the operation, maintenance, renewal, replacement or decommissioning of municipal assets’.

Integral to this strategic Plan is the effective management and maintenance of City infrastructure assets. These assets include, but are not limited to, a multi-modal transportation network, vehicle and maintenance fleets, a safe and reliable water distribution, drainage and sanitary sewage collection systems, and accessible parks, recreation, and civic facilities.

The City’s asset management principles and practices will provide sustainable services to support the City’s residents and business needs.

This Asset Management Policy directly aligns with the City’s 2017 to 2021 Strategic Plan goals as follows:

- Recognizing the need for, and commitment to, establishing, a long-term, financially-responsible infrastructure renewal plan for all municipal assets; and
- Continuing to be vibrant, clean and safe, a desirable location for industry, and a vibrant economy that position the City as the Regional Hub in the Fraser Valley for innovation, education, technology, shopping, health industry, leisure, and entertainment.

Definitions:

“**Asset**” means a physical infrastructure owned by the City to enable service delivery including but not limited to buildings, appurtenances, underground utilities, roadworks, traffic signals, fleet, parks and parks facilities.

“Asset Management” means a systematic process to guide the planning, acquisition, operation and maintenance, rehabilitation, replacement, and disposal of assets. Its objective is to maximize asset service delivery potential, manage related risks, and minimize its life cycle cost, while delivering Council approved levels of service to the public in a sustainable manner.

“Asset Management Framework” means the corporate level document that sets out the principles and provides guidance for the implementation, operation, and maintenance of the Asset Management Program.

“Asset Management Leadership Team” means an asset management committee, containing representation from all departments, intended to lead their departments through the asset management best practices and also provide advice to Council.

“Council” mean the duly elected officials of the City, those being the Mayor and Councillors.

“Council Policy” means Policy statements that provide strategic direction on programs and services delivered by the City which impact or affect citizens or customers, and/or Policy statements that require Council’s approval because of legislative or regulatory requirements.

“City” means the City of Langley.

“Policy” means general statements or guidelines that are high-level in nature, as opposed to being operationally oriented, which direct a plan, course of action or decision, according to a standard or performance outcome.

Policy Statement:

Asset management is a broad strategic framework that encompasses many disciplines and involves the entire organization. To guide the City, the following policy statements have been developed.

Subject to available resources and approved budget, the City will:

1. Maintain and manage infrastructure assets at Council approved levels of service that support public safety, community well-being and community goals;
2. Integrate climate change into its asset management practices and decision-making.
3. Monitor, review and amend as required standards and service levels to ensure that they meet/support community and Council goals and objectives;
4. Plan for the appropriate level of asset maintenance to extend the useful life of assets;
5. Develop and maintain inventories of all asset infrastructure;
6. Adopt risk-based decision-making processes that consider the probability and consequences of asset failure;
7. Establish infrastructure replacement strategies through the use of full life-cycle costing principles;
8. Consider asset management holistically by considering the condition of other assets in the vicinity and where appropriate replace or repair multiple assets at once to avoid inefficiencies and minimize costs;
9. Develop plans for the provision of stable long-term asset management funding;

10. Incorporate asset management into planning and development decisions;
11. Consider and incorporate asset management in the City's other corporate plans; and
12. Report to Council and citizens regularly on the status and performance of work related to the implementation of this asset management policy.

Principles and Guidelines

To achieve the goals of this Policy, the City will incorporate asset management best practices by progressively working towards:

1. Utilizing a corporate (i.e., City-wide/interdepartmental) approach to asset management;
2. Identifying and implementing strategies to eliminate asset information/condition gaps;
3. Utilizing total life cycle costs of assets and risk-based assessment in decision-making processes;
4. Identifying critical assets and the risks associated with their failure, assessing risks periodically and monitoring and addressing these risks within available resources;
5. Taking the necessary steps towards becoming more resilient to climate change when an asset is due to be renewed.
6. Establishing organizational responsibility for asset inventory, condition, use, performance and replacement;
7. Defining and articulating service, maintenance and replacement levels and outcomes;
8. Building financial plans on Council approved levels of services and acceptable risk exposure levels;
9. Considering the criticality of services and minimizing the risks of disruption;
10. Managing assets sustainably while considering the City's environmental, social and economic responsibilities and the life cycle costs of assets;
11. Maintaining a long-term financial plan which demonstrates that the full life cycle costs of an asset are intended to be borne equitably by current and future residents;
12. Considering the effects of climate change in the design, renewal and replacement of assets;
13. Considering asset management holistically by taking into consideration the condition of other assets in the vicinity and where appropriate replacing or repairing multiple assets at once to avoid inefficiencies and minimize costs;
14. Reviewing and prioritizing annual asset management and capital investment plans;
15. Integrating corporate, financial, business, technical and budgetary planning for assets; and
16. Consulting with stakeholders where appropriate.

Implementation

This policy shall be implemented by staff using accepted asset management best practices and guidelines. The City shall comply with required capital asset reporting

requirements, and integrate the asset management program into operational practices throughout the City.

Context and Integration

Council and staff will consider this policy and integrate it in the development of corporate documents such as:

- Official Community Plan;
- City of Langley Strategic Plan;
- City of Langley Financial Plan;
- Neighbourhood Plans; and
- Master Plans, including transportation, utilities, parks, and recreation.

Existing plans, policies, bylaws and procedures are to be updated to include asset management considerations when revised. All new plans, policies, bylaws and procedures are to include asset management best practices.

Key Roles and Responsibilities

Asset management must be practiced at all levels of an organization, although the responsibility for asset management varies by role. The following is a list of asset management responsibilities for key roles within the City:

Actions	Responsibility
Adopt Asset Management Policy	Council
Implement Asset Management Policy and review at set intervals	Staff, CAO
Develop and maintain asset inventories and assess infrastructure conditions and current service levels	Staff
Establish minimum acceptable levels of service	Staff, Council
Policies and budgets to incorporate Asset Management Program findings	Staff, Council
Develop and maintain infrastructure strategies including, guidelines, practices and service plans	Staff, CAO
Develop and maintain financial plans for the appropriate level of maintenance, rehabilitation, extension and decommissioning of assets	Staff, Council
Report to citizens on status of the community’s infrastructure assets and Asset Management Program. The channels may include annual citizen reports, business plans, etc.	Staff, CAO
Develop and maintain: <ul style="list-style-type: none"> • Plans and budgets of asset acquisition and maintenance; • Plans for the maintenance, rehabilitation, extension, decommissioning, and replacement of assets; 	All Departments

Actions	Responsibility
<ul style="list-style-type: none"> • Infrastructure strategies including development and service plans, using full life-cycle costing principles • Infrastructure condition assessments and service levels • Asset registry 	
Coordinate maintenance of assets	All Departments
Establish and manage Asset Management Leadership Team (AMLT) to: <ul style="list-style-type: none"> • Lead the development of corporate asset management strategy, tools and practices and oversee their application across the organization; • Establish levels of service; • Advise and assist Council in matters related to asset management; and • Report to citizens and Council on status of the community's infrastructure assets and Asset Management Program. 	CAO and staff

Implementation, Review and Reporting

The implementation, review, and reporting regarding this policy shall be integrated within the organization. Due to the importance of this policy and asset management in general, the organization's Asset Management Program, including this policy, shall be reported annually to Council and the community.

References:

Policy Number:	CO-71
Policy Owner:	Engineering
Endorsed by:	Senior Management Team
Final Approval:	Council
Date Approved:	November 23, 2020
Revision Date:	March 21, 2022
Amendments:	Including Climate Change Effects in the Policy to ensure City's Policy is aligned with Infrastructure Canada & The Federation of Canadian Municipalities (FCM) goals and objectives, and hence
Related Policies:	
Related Publications:	<ul style="list-style-type: none"> • A Guide to Developing A Municipal Asset Management Policy – The Local Government Asset Management Working Group of BC – October 2009 • Guide for Using the Asset Management BC Roadmap – Asset Management BC Roadmap – May 2011 • InfraGuide - (FCM and NRC of Canada) • ISO 55000, 55002, 55002 – Asset Management - International Standards Organization