

Policy:	C39 – Asset Management
Policy Department(s):	Financial and Business Planning Services
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Policy Purpose

The purpose of Policy C39 – Asset Management is:

- To establish key principles to guide the County’s asset management objectives and strategies.
- To establish an effective and consistent asset management strategy that meets the County’s current and long-term strategies.
- To consistently improve the value realization, lifecycle management, risk-based decision making, leadership and governance, financial sustainability, and best practices of asset management across the organization.
- To provide leadership and commitment to asset management and provide a set of guidelines for the County’s development and implementation of a consistent Asset Management System.

Policy Statement

The County is committed to effective management of new and existing assets, through an integrated and data-drive approach, to maximize benefits, reduce risk, and provide expected levels of service to the community in a sustainable manner.

Definitions

“Asset” means an item, thing or entity that has potential or actual value to an organization. This value can be tangible or intangible, financial, or non-financial and includes consideration of risks and liabilities.

"Asset Management" means a universal set of principles and processes that guides the effective and sustainable management of the County’s assets. These principles and processes cover all asset types, tangible and intangible, individual components or complex systems, and all activities involved in the asset’s life cycle –from initial identification of requirements or opportunities, acquisition / creation, operations or utilization, asset stewardship or care / maintenance responsibilities through to renewal or disposal. They ensure compliance with relevant regulations, incorporate sustainability practices, and involve all relevant parties to align

asset management with the County's strategic objectives.

"Asset Management Plan" means long-term plans developed for the management of one or more infrastructure asset classes with a view to operating, maintaining, and renewing the assets within the class in the most cost effective manner possible, whilst providing a defined level of service.

Asset Management Plans will provide an understanding of:

- (i) Existing and desired service levels
- (ii) Demands on the assets
- (iii) Financial commitments needed to maintain assets
- (iv) Policies and programs needed to be sustainable
- (v) Risk management strategies

"Asset Management System" means the set of people, processes, tools, and other resources involved in the delivery of Asset Management.

"Critical Assets" means those assets which have a high consequence of failure causing significant loss or reduction of service.

"County" means the municipality of the County of Grande Prairie No. 1 having jurisdiction under the Municipal Government Act and other applicable legislation.

"ISO (International Standards Organization)" means a group of international standards covering management of physical assets.

"Levels of Service" means the defined performance standards that specify the desired output for a particular activity, specific service, or service area provided by County business units and associated infrastructure. Levels of service includes Customer Levels of Service, representing the level of service provided to customers, and Asset Levels of Service, denoting the performance standards that assets can provide to the organization.

"Lifecycle Costs" means the total cost of an asset through its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal.

"Resilient" means the ability to withstand and recover from disruptions, shocks, or stresses while maintaining essential functions and services. Resilient asset management involves anticipating and mitigating risks, building redundancy and flexibility into systems, and adapting to changing conditions to ensure continuity of operations and service delivery.

"Risk" means, in the context of Asset Management, the probability of an adverse event occurring that could impact the performance or value of assets and reduce service levels.

"Risk Management" means the coordinated activities to direct and control risk from an asset management context within the organization.

"Sustainability" means the ability of assets to meet present needs without compromising the ability of future generations to meet their own needs. It involves managing assets in a way that

minimizes negative environmental impacts, maximizes social benefits, and ensures long-term economic viability.

Policy Guidelines

1. Implementation

1.1. Utilizing implementation and continuous improvement of asset management practices that aim to:

1.1.1. Provide cost effective, sustainable, resilient, and efficient services.

1.1.2. Manage corporate/critical assets to minimize risk and optimize benefits to citizens.

1.1.3. Deliver quality, accessible, and valued services for ratepayers, citizens, customers, stakeholders, that are consistent with the County Strategic Plan.

2. ISO Alignment

The County of Grande Prairie has aligned its processes with ISO principles, although the organization has not formally adopted or is certified to ISO standards.

2.1. Align corporate asset management at the county with: ISO 55000, 55001, 55002, Asset Management Standards (2024)

2.2. ISO 31000 Risk Management (2009+)

2.3. County's Strategic Plan

2.4. County wide management initiatives and business plans

3. Inclusion of ISO Fundamentals

The following fundamentals shall be embedded into decision making within the County's Asset Management System, in order to ensure maximum value is realized from the asset:

3.1. Value: Assets exist to provide value to the organization and its stakeholders

3.2. Alignment: Asset Management translates the organizational objectives into technical and financial decisions, plans, and activities.

3.3. Leadership: Leadership and workplace culture are determinants of realization of value.

3.4. Assurance: Asset Management gives assurance that assets will fulfill their required purpose.

4. Levels of Service

4.1. Levels of Service are to be developed as outlined in C39 – Asset Management Procedure, for critical asset classes, then remaining asset classes.

5. Asset Replacement

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- 5.1. An asset shall be replaced when the asset is no longer financially sustainable, or able to provide the required levels of service, or creates a safety risk to staff or members of the public.
- 5.2. Asset replacements should be forecasted utilizing enhanced inspections as outlined in C39 – Asset Management Procedure.
- 6. Asset Disposal
 - 6.1. Treatment of asset disposals will be in accordance with Policy C21 – Disposal of Surplus Assets and Goods.
- 7. Roles and Responsibilities
 - 7.1. The County Manager will be responsible for ensuring asset management principles are embedded across the organization and regularly emphasize the importance of asset management activities throughout the organization.

References

Legal Authorities	Municipal Government Act, RSA 2000, c M-26 Government of Alberta – Asset Management Approach
Related Plans, Bylaws, Policies, Etc.	Policy B1 – Policy Development Policy C12 – Tangible Capital Asset Policy C21 – Disposal of Surplus Assets and Goods Policy C31 – Budget Development Policy C33 – Enterprise Risk Management Policy C35 – Procurement Policy Policy D10 – Rental Equipment Policy F11 – Council Decision Making Framework Policy Policy Q1 – Communal Water and Sewer Systems County of Grande Prairie Strategic Plan Administrative Directive FNS4 – Mobile Equipment Replacement
Other	ISO 55000 Standards Series ISO 31000 Standards Series PAS 55 (2008) C39 – Asset Management Procedure

Revision History

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May 25, 2026	Reviewed and Amended CM20250525.043
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