



| <b>Statement of Policy and Procedure</b> |   |            |                    |
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| Department:                              | Community Development                             | Policy No. | <b>118</b>         |
| Section:                                 | Asset & Data Management                           | Issued:    | September 15, 2025 |
| Subject:                                 | <b>Asset Management Policy</b>                    | Effective: | September 15, 2025 |
| Council Resolution # and Date:           | Council Resolution No. 0281 of September 15, 2025 |            |                    |
|  |   | Replaces:  |                    |
| Issued by:                               | Heather Wilson, Asset & Data Manager              | Dated:     | September 15, 2025 |
| Approved by:                             | Craig Guidinger, Director                         |            |                    |

## **1 POLICY**

- 1.01 To communicate Council's commitment to Asset Management.
- 1.02 To guide the development and implementation of Asset Management Systems, Strategy and Plans for the City of Prince Albert.

## **2 PURPOSE**

- 2.01 The City of Prince Albert provides a wide range of services to the community that require the ownership and responsible operation, maintenance and rehabilitation of assets providing these service. These assets include:
  - Physical assets including, but not limited to land, buildings, equipment, transportation, drainage, sewer and water infrastructure
  - Green Infrastructure (Natural assets) including, but not limited to creeks, parks, forests and trees.
- 2.02 A Municipal Asset Management Policy serves as a strategic framework for the City of Prince Albert to effectively manage and sustain their infrastructure and other assets. This Policy serves as a proactive approach that ensure the sustainability, efficiency, and effectiveness of City of Prince Albert's infrastructure assets, contributing to the overall well-being of the community.

- 2.03 This policy outlines the fundamental asset management principles to be implemented across the City of Prince Albert.

### **3 DEFINITIONS**

- 3.01 Asset –an item, thing or entity that has potential or actual value to an organization. The value can be tangible or intangible and financial or non-financial.
- 3.02 Asset Management (AM) – Coordinated activity of an organization to realize value from its assets. AM involves the balancing of costs, opportunities, and risks against the desired performance of assets, to achieve organizational objectives (balancing may need to be considered over multiple timeframes). AM enables an organization to examine the need for, and performance of, assets and asset systems at different levels and in conjunction with non-asset solutions. In addition, it enables the application of analytical approaches towards managing assets over the different stages of their life cycle.
- 3.03 Asset Management Plan (AMP) – Long-term plan that outlines the asset activities, programs for each service area/asset and the resources required to achieve the AM objectives and defined level of service in the most cost-effective way.
- 3.04 Infrastructure – The network of physical assets (and natural assets) developed and/or used by the City to support its social, cultural, and economic activities and services.
- 3.05 Levels of Service (LOS) –
- Levels of service are statements of service performance delivery and are established through Council direction, the needs or wants of the community, as well as legislative and regulatory requirements.
  - In practice, levels of service from the composite indicators such as quality, quantity, reliability, responsiveness, safety, and cost, for a particular activity or service area against which service performance may be measured.
- 3.06 Life Cycle Cost – Sum of all recurring and one-time (non-recurring) costs over the full life span or a specified period of a good, service, structure, or system. It includes purchase price, installation cost, operating costs, maintenance and upgrade costs, and remaining (residual or salvage) value at the end of ownership or useful life, and disposal costs, if appropriate.

- 3.07 Stakeholder – Person or Organization that can affect, be affected by, or perceive themselves affected by a decision or activity.
- 3.08 Net Present Value (NPV/NPC) –The sum of the discounted cash flows, where future cash flows are discounted by the discount rate. At high discount rates and long periods into the future, the Present Value of money is small.
- 3.09 Maintenance –actions necessary to address deterioration of an asset to preserve its condition and achieve its expected useful life.
- 3.10 Natural Assets – The land, air, water, living organisms, and other formations, such as aquifers, creeks, and foreshores that provide equivalent civil-engineered municipal goods and services.
- 3.11 Rehabilitation –actions undertaken on an asset that improve its condition and extend its expected useful life.
- 3.12 Replacement –actions undertaken to replace or renew an asset to a new or like-new condition.
- 3.13 Resilience – Describes the capacity of cities to function, so that the people living and working in cities survive and thrive no matter what changes, stresses or shocks they encounter.
- 3.14 Sustainability – In AM terms, sustainability is about managing infrastructure assets using a balanced approach to meet the long-term economic, social and cultural, physical, and environmental needs of the community.
- 3.15 Triple Bottom Line – Expands on the traditional view of an organization’s financial bottom line by also measuring the organization’s commitment to socio-cultural and environmental factors and including all three factors in decision-making.

#### **4 SCOPE**

- 4.01 The City of Prince Albert owns a wide range of asset types that deliver services to its residents. Each year the city may receive or construct new assets. In addition, the City of Prince Albert may rely on natural assets or other assets that it does not own, in order to deliver services.
- 4.02 This asset management policy applies to the assets owned by the city. Where service provision is supported by other assets not owned by the city, we will work collaboratively with those asset owners and promote the principles outlined in this policy.

4.03 The table below highlight some of the services that the City provides and gives examples of the asset groups and asset types owned by the city that support the delivery of those services.

| Asset Category               | Service   | Assets   |
|------------------------------|---|--|
| <b>Roadway System</b>        | The roadway system facilitates safe and efficient vehicular movement throughout the municipality, fostering stronger connections and providing better options for the community.      | Roadways, Sidewalks, Boulevards, Traffic Signals, Street Signs, Line Painting, Bridges   |
| <b>Active Transportation</b> | The Active Transportation Network includes park pathways, pedestrian bridges, and trails, collectively offering the community accessible, dependable, and sustainable travel options. | Park Pathways, Little Red Trails, Rotary Trails, Pedestrian Bridges  |
| <b>Stormwater Management</b> | Stormwater management services involve a system of infrastructure designed to collect, channel, and manage rainwater and snowmelt to prevent flooding and protect the environment.    | Manholes, Storm Mains, Catch Basin, Storm Water Retention Ponds, Pump Station  |
| <b>Water Distribution</b>    | Water distribution services involve a network of infrastructure that transports clean, potable water from treatment facilities to homes, businesses, and other establishments.        | Watermains, Service Connections, Hydrants, Valves, Pressure Sustaining Valves, Water Meters, Water Treatment Plant, Raw Water Pumphouse, Water Treatment Pump House, Water Treatment Reservoir 1, Water Treatment Reservoir 1, 2d Ave Reservoir – Pumphouse, Marquis Road Reservoir- Pumphouse, Marquis Road Water Crane Station |

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|--|--|---|
| <p><b>Wastewater Collection</b></p>    | <p>Wastewater collection services involve a system of pipes and infrastructure designed to transport sewage and wastewater from homes and businesses to treatment facilities for proper processing and disposal.</p>                       | <p>Manholes, Sanitary Sewer Mains, Lift Stations, Wastewater Treatment Plant</p>        |
| <p><b>Waste Management</b></p>         | <p>Garbage management service involves the organized collection, transportation, disposal, and recycling of residential and commercial waste to maintain sanitation and support environmental sustainability.</p>                          | <p>Garbage Bins, Recycle Bins, Landfill</p>   |
| <p><b>Parks &amp; Open Space</b></p>   | <p>Parks and open space services involve the creation, maintenance, and management of public green areas equipped with recreational equipment and amenities that enhance environmental quality and improve residents' quality of life.</p> | <p>Park Amenities, Trees, Parks, Outdoor Recreation equipment, Playground equipment</p> |
| <p><b>City Facilities</b></p>          | <p>City facilities service involve the management, operation, and maintenance of public buildings and spaces, to support the needs and well-being of residents.</p>  | <p>All City Facilities and Spaces</p>   |
| <p><b>Fire Protective Services</b></p> | <p>Fire protective services involve the provision and maintenance of fire safety equipment, to ensure the safety and preparedness of the community.</p>  | <p>Protective Gear, Rescue Tools, Breathing Apparatus, Breather Air Compressor</p>      |
| <p><b>Fleet Management</b></p>         | <p>Fleet management service involves the maintenance, tracking, and efficient operation of municipal vehicles, ensuring reliability, cost-effectiveness, and timely service delivery for city operations.</p>                              | <p>All City Fleet Vehicles and Equipment, Sundry Equipment, Crane, Generators</p>       |

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|-----------------------------|--|--|
| <b>Information Services</b> | Information services involve the management and support of IT infrastructure, computer systems, and technology solutions that enable efficient governance, communication, and the delivery of public services. | Computers, Network, Tower, Software, Hardware                                      |
| <b>Land Inventory</b>       | City land inventory service involves the systematic tracking, management, sales, and leasing of all city-owned properties to optimize land use, support development projects, and enhance community planning.  | City Land Parcels  |
| <b>Airport</b>              | Airport services involve the management and operation of essential services, including passenger terminals, security, ground transportation, and logistics, to support air travel and economic activity.       | Runway, Aprons, Terminal, Maintenance Buildings, Runway Lighting, Wildlife Fencing |

**5 Asset Management Principles**

5.01 The development, implementation and administration of an Asset Management Policy within the City is guided by the following principles.

**5.1 Customer Centric Service Delivery**

5.11 The City will clearly define level of service objectives to balance the community expectations and regulatory requirements with risks, affordability and availability of resources while managing the assets to be efficient and effective in delivering those levels of service.

5.12 The City will implement an AM system that incorporates risk-based and information-driven decision-making that will help prioritize service critical assets. The AM system will allow monitoring of level of service objectives to ensure they meet community and council expectations and other strategic objectives.

**5.2 Long-term Sustainability and Resilience**

5.21 The City will consider investment decisions into its service and infrastructure assets using the triple bottom line criteria (profit, people and planet) and development of resilience to become socio-culturally, environmentally, and economically sustainable over the long term.

5.22 The City will implement an AM system that incorporates risk-based and information-driven decision-making that will help prioritize service critical

assets. The AM system will allow monitoring of level of service objectives to ensure they meet community and council expectations and other strategic objectives.

### **5.3 Holistic Approach**

- 5.31 The City will follow an interdisciplinary approach in order to build effective working relationships and encourage information-sharing.
- 5.32 The City will consider its assets in a larger service delivery context and not as an isolated asset by adopting a formal, consistent and repeatable approach to manage its assets while considerate of future growth and demand requirements of changing demography and future generations.

### **5.4 Financial and Investment Decision Making**

- 5.41 The City will develop and maintain appropriate plans for infrastructure renewal, for the purchase and construction of new infrastructure and for the decommissioning of redundant infrastructure arising from past practices or legal obligations.
- 5.42 The City will develop long-term financial projections of investment needs based on the costs associated with managing its service and infrastructure assets throughout their entire lifecycle.
- 5.43 The City will recognize that there are constantly changing financial constraints and challenges and the asset management practices must be proactive and responsive to changing environments.
- 5.44 The City will articulate and evaluate tradeoffs, and document the basis of decision based on the value derived for the community, affordability and willingness to pay.

### **5.5 Assurance and Transparency**

- 5.51 The City will ensure transparency to customers and other stakeholders in regards to service delivery and asset performance by engaging the community and sharing information and knowledge both internally and externally.
- 5.52 The City will measure and report to Council periodically on service performance and effectiveness as well as technical information such as asset condition.

### **5.6 Innovation and Improvement**

- 5.61 The City of Prince Albert views continual improvement as a key part of our asset management approach and will focus on driving innovation in the development of tools, techniques and solutions.

- 5.62 The City will measure the effectiveness of its asset management processes and procedures and make adjustments as required.
- 5.63 The City will determine the necessary education and training requirements of AM staff and recruit, train and retain the appropriate staff in this regard.

## **6 ROLES AND RESPONSIBILITIES**

- 6.01 Council: Approves the Asset Management Policy.
- 6.02 City Manager: Oversees the overall city strategy, ensuring the Asset Management Plan aligns with long term city goals, financial sustainability and community needs.
- 6.03 Department Heads: Ensure compliance with the policy within their departments and provide input on asset needs and priorities.
- 6.04 Asset Management Team: Develops and implements the Asset Management strategy, ensuring accurate data collection, analysis, and reporting.

## **7 MONITORING AND REPORTING**

- 7.01 The development, implementation and administration of an Asset Management Policy within the City is guided by the following principles.

### **7.1 Data Collection and Management**

- 7.11 The City will establish and maintain a centralized asset data management system to ensure accurate, consistent, and up-to-date asset information.
- 7.12 Data collection standards will be defined and adhered to, including formats, frequency, and quality requirements.

### **7.2 Reporting**

- 7.21 Reports will include actionable insights and recommendations to support decision-making.
- 7.22 Reporting frequency and content will be tailored to the needs of different audiences.

### **7.3 Data Transparency and Accessibility**

- 7.31 The City will promote transparency by making non-sensitive asset data publicly available where appropriate.

## **8 REVIEW AND CONTINUOUS IMPROVEMENT**

- 8.01 The City will establish a monitoring and evaluation framework to assess the effectiveness of this policy and the associated asset management plan.
- 8.02 This policy will be reviewed annually during implementation.

## **9 CONCLUSIONS**

- 9.01 This policy reflects the City of Prince Albert's commitment to sustainable, transparent, and effective asset management by adhering to these principles, the City will ensure its infrastructure and natural assets continue to support the community's social, economic, and environmental well-being for generations to come.