

TOWNSHIP OF LANGLEY ASSET MANAGEMENT FRAMEWORK - GUIDING DOCUMENT

Purpose

The Asset Management (AM) Framework was developed to describe how the different aspects of an asset management program fit together within the Township of Langley.

The Framework illustrates:

- What policies, objectives, plans and processes are included in the scope of asset management
- The interrelationships between the different aspects and how they need to be integrated
- How asset management aligns to the Township's Sustainability Charter

Background

The Township of Langley's Sustainability Charter promotes a lifestyle that is socially, culturally, economically and environmentally balanced.

The four guiding principles in the Charter are:

- Leadership
- Long-term commitment
- Community involvement
- Regular reporting

The Charter guides all development within the Township to achieve a fifteen goals. Four of the goals are interrelated with asset management. They are:

- Fiscal sustainability
- Investing in infrastructure
- Level of service/capacity
- Nurturing the mindset of sustainability

Asset Management Framework Components

The **Asset Management Policy** is a statement by the Township of the principles that will be used to manage assets to achieve the Corporate Charter Goals as well as other Corporate Plans and Policies.

The **Strategic Asset Management Plan (SAMP)**, is the Township's documented strategies for asset management. The SAMP describes the long-term approach the Township will use to develop Asset Management Plans. The SAMP also describes the long term approaches the Township will use to develop its asset management information strategy, competencies and communication.

The **Asset Management Plans** describe the detailed activities, including timescales and resources the Township will apply to manage assets over their life cycle. Asset Management Plans will help develop robust **Long Term Capital and Financial Plans** as well as **Annual Plans** and **Budgets**.

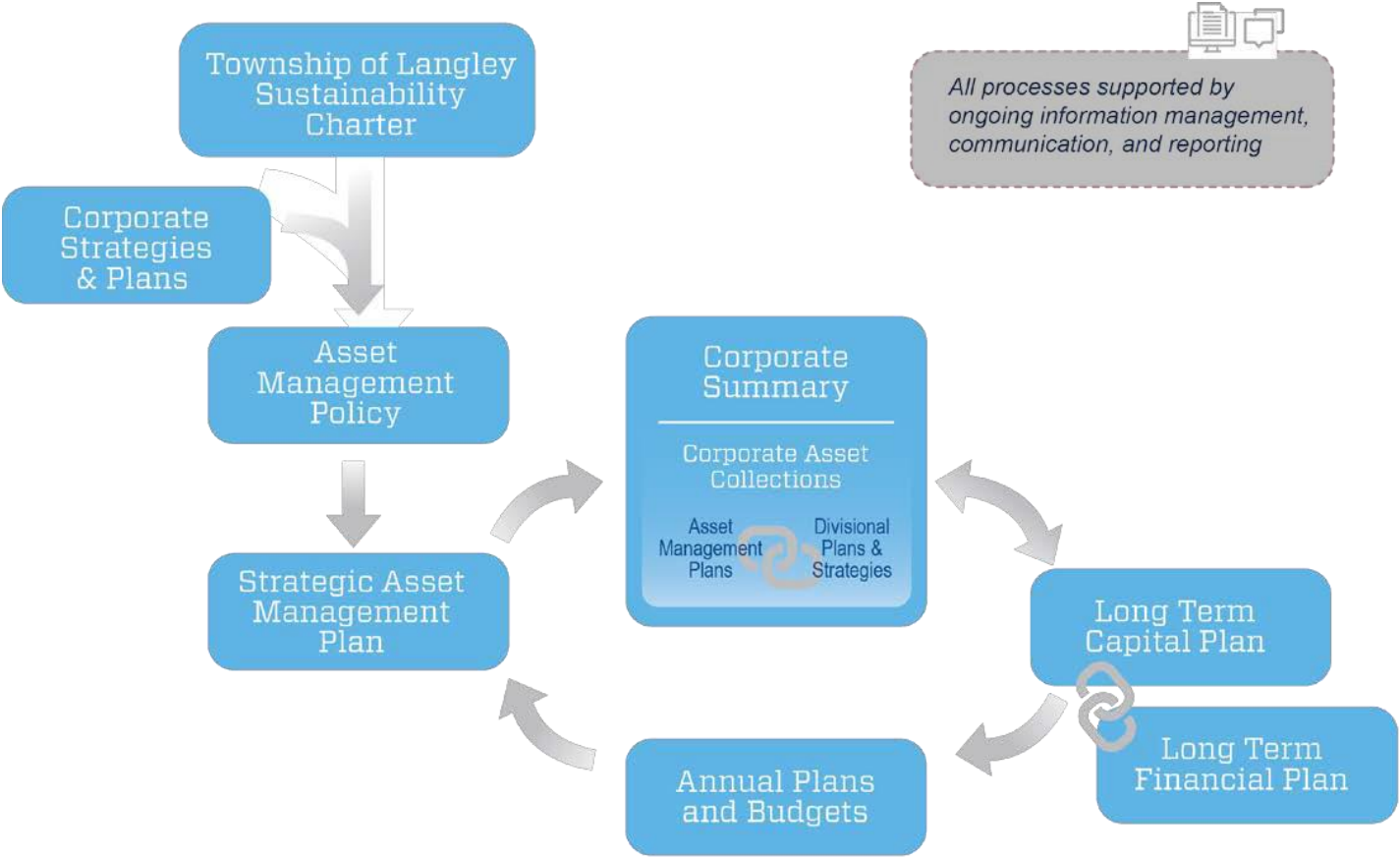
The **Asset Information Strategy** describes the links between **asset information** and how it helps achieve asset management objectives. This includes the standards for asset data (quality and completeness) and the strategy and objectives for managing the data over its lifecycle.

The **Asset Management Competencies** are what activities the people involved in asset management should be able to do and the knowledge that is required for those activities.

The **Asset Management Communication Strategy**, describes the key audiences involved in asset management, the messages they are intended to receive and the mediums in which they receive them.

The **Risk and Review Framework**, describes the activities involved in managing risk, assuring asset management objectives are achieved and supporting the continual improvement of asset management activities.

Asset Management Framework



FRAMEWORK COMPONENT	DESCRIPTION AND DETAILS
Township of Langley Sustainability Charter	<p>Sets the direction for sustainability for the whole organization. The Sustainability Charter is the overarching strategic plan, which provides both the mandate and the direction for Asset Management at the Township.</p> <p>Among the 15 goals identified in the Charter, four are explicitly related to asset management:</p> <ul style="list-style-type: none"> · Achieve fiscal sustainability and fiscal health · Invest in effective infrastructure · Build corporate and community capacity · Nurture a mindset of sustainability
Corporate Strategies and Plans	<p>These are other plans and strategies used by the Township to achieve specific goals or provide direction in specific program areas. These include:</p> <ul style="list-style-type: none"> - Official Community Plan - Economic Development Strategy - Heritage Strategy - Water Management Plan - Arts and Services Plan <p>These plans and strategies should be aligned with and where possible, integrated with, Asset Management plans and initiatives.</p>
Asset Management Policy	<p>The Asset Management Policy is a set of principles and requirements mandated by council for undertaking asset management across the organization in a way that is systematic and coordinated.</p>
Strategic Asset Management Plan (SAMP)	<p>The documented approach that the Township is taking to asset management, including specific objectives and approaches to achieving these objectives. The SAMP guides the work of the Corporate Asset Management Team and of the continuous improvement of asset management.</p>
Asset Planning - Corporate Summary	<p>A corporate-level overview of assets, levels of service, risk, actions, and costs required to support sustainable service delivery. The Corporate Summary is used to effectively communicate the ‘big picture’ with senior management and Council. It is prepared following the preparation of Asset Management Plans for each major asset type and serves as an executive summary.</p>

FRAMEWORK COMPONENT	DESCRIPTION AND DETAILS
Asset Planning – Plans by Asset Type	<p>Each of the four major asset categories (Facilities; Utilities; Transportation; and Parks, Recreation, and Culture) will have more detailed plans for delivering services, procuring new assets, and maintaining assets to continue to sustainably deliver services. Planning for new infrastructure and the management of existing infrastructure may be separated in the Master Plan and the Asset Management Plan, but the two may also be effectively combined. Together, these two plans should identify:</p> <ul style="list-style-type: none"> - The levels of service to be delivered (by existing and new infrastructure) - The risks to delivering service (e.g. capacity, infrastructure condition, climate change, regulatory changes, etc.) - Actions required to mitigate risks and deliver services (e.g. upgrades, replacement, operational activities, new infrastructure, etc.) - New infrastructure required to service new developments - Costs of risk mitigation and new infrastructure - Approximate timing of projects and initiatives
Long Term Capital Plan	A prioritized 10-Year list of capital projects with estimated costs and timing. Should be categorized based on discrete funding categories. The long-term capital plan includes both new infrastructure and renewal/replacement of existing infrastructure.
Long Term Financial Plan	<p>A 10-Year plan of revenue and expenditure, categorized by discrete funding categories (e.g. utilities, general revenue, etc.).</p> <p>The Long-Term Capital Plan and the Long-Term Financial Plan should be integrated and inform each other. These will be updated on an annual or semi-annual basis (in alignment with the budget process) to reflect changes in plans and priorities.</p>
Annual Business Plans and Budgets	<p>Annual budgets and business plans (or work plans) reflect the actions that will be taken in the upcoming year within in department and across the organization.</p> <p>These annual plans will be informed by the long-term capital plan, long term financial plan, asset management plans, and master plans.</p>
Asset Management Enablers	Asset management is enabled by people, information and communication.

FRAMEWORK COMPONENT	DESCRIPTION AND DETAILS
Asset Information Strategy	Information needs to be appropriately complete and accurate for the decisions or plans it is informing. Information management processes and systems should ensure that appropriate information is available for decisions when needed, the quality is maintained, and it is kept up to date.
Asset Management Competencies Communication	Asset management competencies Communication (both informal and formal through processes and systems) is critical to implementation of asset management. Staff throughout the organization need to know and understand the parts of the asset management framework that are relevant to them.