

Policy Title: ASSET MANAGEMENT POLICY

Policy #: B-125

Effective Date: February 17, 2026

Date adopted by Council: February 17, 2026



1. POLICY STATEMENT

This policy reflects the Municipality's commitment to responsible stewardship of municipal infrastructure and resources, transparent and evidence-based decision-making, alignment with recognized asset management standards, and the delivery of resilient and fiscally responsible services for current and future residents.

The Municipality of Jasper shall implement a coordinated and strategic approach to managing all municipal assets - both physical and digital - over their full lifecycle to ensure sustainable, equitable, and cost-effective service delivery.

2. SCOPE

This policy covers all physical and digital assets owned, controlled, or operated by the Municipality, including infrastructure, fleet, equipment, facilities, and data systems. The policy applies to all municipal departments, employees, and decision-makers involved in the planning, acquisition, operation, maintenance, and disposal of municipal assets.

Digital assets for infrastructure and service delivery fall under this Policy; enterprise IT systems remain under the oversight of the IT Governance Steering Committee.

The Operations and Utilities Department provides strategic leadership for the Asset Management Program.

3. STANDARDS

The Municipality shall establish and apply a consistent, corporate approach to asset management that supports informed decision-making, service delivery, and long-term sustainability.

3.1 Governance and Direction

- Be guided by recognized asset management standards to support a shared language and consistent approach across the organization.
- Establish and maintain an Asset Management Committee (AMC) to support coordinated and cross-departmental asset management.
- Designate an Asset Management Team responsible for coordination and technical leadership of the Asset Management Program.

3.2 Asset Planning and Decision-Making

- Manage assets based on their full lifecycle, including cost, condition, performance, risk, environmental impact, and identification of critical assets.
- Apply risk-based planning principles to inform asset investment, maintenance, and replacement decisions.
- Define and track Levels of Service for major asset categories to align asset performance with community priorities and available resources.

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3.3 Implementation and Continuous Improvement

- Support the development and maintenance of an integrated Asset Management Program that enables informed, data-driven decision-making.
- Provide for the establishment and regular updating of asset inventories and condition assessments.
- Foster continuous improvement and cross-departmental collaboration by supporting access to appropriate tools, training, and guidance.

3.4 Reporting and Organizational Alignment

- Report on asset management performance, risks, and outcomes in a transparent and accountable manner to support decision-making by Senior Leadership and Council.
- Ensure that where asset management tools interface with enterprise information systems, alignment with established IT governance structures is maintained.

4. RESPONSIBILITIES

Council:

- Approve this Policy and any future revisions.
- Approve asset management strategies, plans, and funding through the annual budget process.
- Set priorities and strategic direction for asset management.

Chief Administrative Officer (CAO):

- Approve supporting administrative procedures.
- Ensure organizational alignment with this Policy.

Directors and Managers:

- Implement this Policy within their areas of responsibility.
- Integrate asset management considerations into departmental planning and budgeting.

Asset Management Committee (AMC):

- Support the implementation of this policy.
- Provide asset management advice and recommendations to Senior Leadership through established governance channels.

All Staff:

- Support responsible stewardship of municipal assets within their roles.

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5. DEFINITIONS

“Asset” means an item, thing, or entity that has potential or actual value to the organization.

“Asset Management” means the coordinated activity of an organization to realize value from assets in achieving its objectives.

“Asset Lifecycle” means the stages of an asset’s existence, including planning, acquisition, operation, maintenance, and disposal.

“Level of Service (LOS)” means a defined standard or target related to the performance, condition, and capacity of an asset to meet community and organizational expectations.

“Critical Asset” means an asset whose failure would significantly impact public safety, regulatory compliance, financial liability, or core service delivery.

“Risk-Based Planning” means a method of prioritizing actions and resources based on an assessment of the likelihood and consequences of asset-related failures.