

RURAL MUNICIPALITY OF SHELLBROOK NO. 493			
POLICY AND PROCEDURE			
ASSET MANAGEMENT POLICY			
Issued	March 07, 2018		
Effective	March 07, 2018	Resolution No. 058.18	POLICY #2018-001

1.0 COUNCIL ASSET MANAGEMENT POLICY STATEMENTS

Asset management is a broad strategic framework that encompasses many disciplines and involves the entire organization. The term asset management, as used in this document, is defined as “the application of sound technical, social and economic principles that considers present and future needs of users, and the service from the asset”. To guide the Municipality, the following policy statements have been developed:

The Management Team

- a. Will maintain and manage infrastructure assets at defined levels to support public safety, community well-being and community goals.
- b. Will monitor standards and service levels to ensure that they meet/support community and Council goals and objectives.
- c. Will develop and maintain asset inventories of all its infrastructures.
- d. Will establish infrastructure replacement strategies through the use of full life cycle costing principles.
- e. Will plan financially for the appropriate level of maintenance of assets to deliver service levels and extend the useful life of assets.
- f. Will plan for and provide stable long term funding to replace and/or renew and/or decommission infrastructure assets.
- g. Where appropriate, Management will consider and incorporate asset management in its other corporate plans.
- h. Will report to citizens regularly on the status and performance of work related to the implementation of this asset management policy.

2.0 BACKGROUND AND PURPOSE OF COUNCIL POLICY

Council has a mandate to provide a wide range of services. In order to guide staff with the effective implementation of those services, Council typically adopts policies for important issues that can be used by staff to support Council’s vision, goals and objectives.

Council Vision and Goals for Infrastructure Assets:

The R.M. of Shellbrook No. 493 – Vision Statement

“A strong, proactive Rural Municipality that is dedicated to looking into the future with an open mind and allowing itself to grow in a way that will be beneficial to all ratepayers and if fiscally, environmentally and business responsible”

The R.M. of Shellbrook No. 493 – Mission Statement

“A Rural Municipality that is progressive with professional, dedicated and approachable people providing high quality and timely service”

Council’s vision and goal for the community is a safe, livable, sustainable and economically vibrant community underpinned by well managed and maintained infrastructure assets.

Though these assets age and deteriorate, by using sound asset management practices, Council and the community can be assured that the assets meet performance levels, are used to deliver the desired service in the long term and are managed for present and future users.

This policy is to articulate Council’s commitment to asset management, and guides staff using the policy statements. In doing so, this policy also outlines how it is to be integrated within the organization in such a way that it is coordinated, cost effective and organizationally sustainable. This policy also demonstrates to the community that Council is exercising good stewardship, and is delivering affordable services while considering its legacy to future residents.

Staff will implement the policy through the development and use of asset management guidelines and practices. Since the performance of asset management is organization specific, reflective of knowledge, technologies and available tools, and will evolve over time, the responsibility for guidelines and practices are delegated to staff.

3.0 POLICY PRINCIPLES, GUIDELINES AND INTEGRATION

The key principles of the asset management policy are outlined in the following list. The Municipality shall:

- make informed decisions, identifying all revenues and costs (including operation, maintenance, replacement and decommission) associated with infrastructure asset decisions, including additions and deletions. Trade offs should be articulated and evaluated, and the basis for the decision recorded.
- integrate corporate, financial, business, technical and budgetary planning for infrastructure assets.
- establish organizational accountability and responsibility for asset inventory, condition, use and performance.
- consult with stakeholders where appropriate.

- define and articulate service, maintenance and replacement levels and outcomes.
- use available resources effectively.
- manage assets to be sustainable.
- minimize total life cycle costs of assets.
- consider environmental goals.
- consider social and sustainability goals.
- minimize risks to users and risks associated with failure.
- pursue best practices where available.
- report the performance of its asset management program.

Guidelines and Practices

This policy shall be implemented by management using accepted industry guidelines and practices and management shall consider the use of an asset management strategy and asset management plans.

The organization will also comply with required capital asset reporting requirements, and integrate the asset management program into operational plans throughout the organization.

Strategic asset management plans may be developed for a specific class of assets, or be generic for all assets, and should outline long term goals, processes and steps toward how they will be achieved. The asset management plans should be based on current inventories and condition (acquired or derived), projected performance and remaining service life and consequences of losses. Operational plans should reflect these details. Replacement portfolios and associated financial plans should consider alternative scenarios and risks, as well as include public consultation.

Context and integration of Asset Management within The Municipality

Where possible and appropriate, Council and Management will consider this policy and integrate it in the development of corporate documents such as:

- Official Community Plan
- Municipal Strategic Plan
- Municipal Financial Plan
- Capital Budget plan
- Operational plans and budgets
- Annual reports
- Design criteria and specifications
- Infrastructure servicing, management and replacement plans
- Facility plans

4.0 KEY ROLES FOR MANAGING THE ASSET MANAGEMENT POLICY

Municipal policies are approved by Council. While management, public and other agencies may provide input on the nature and text of the policy, Council retains the authority to approve, update, amend or rescind policies.

Role	Responsibility
Identification of issues, and development of policy updates	Council and Management
Establish levels of service	Council, Management & Public
Exercise stewardship of assets, adopt policy and budgets	Council
Implementation of Policy	Management and staff
Development of guidelines and practices	Management and staff
On-going review of policies	Council and Management

Implementation, review and reporting of asset management work

The Municipality's asset management program shall be reported annually to the community (through options such as newsletters and annual reporting forms) and implementation of this policy reviewed by Council at the mid-point of its term.

Actions	Responsibility
Adopt Asset Management Policy	Council
Develop and maintain asset inventories	Management
Assess infrastructure condition and service levels	Management lead by Foreman & others as required
Establish and monitor infrastructure replacement levels through the use of full life cycle costing principles	Management lead by Foreman
Develop and maintain financial plans for the appropriate level of maintenance, rehabilitation, extension and decommission of assets	Management
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	Council, RM Administrator