

Asset Management Policy

Rural Municipality of Moose Jaw No. 161

Policy Title: MUNICIPAL ASSET MANAGEMENT POLICY

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"

This policy document guides how staff and Council will interact with the RM of Moose Jaw No. 161 Asset Management Strategy and Asset Management Plans.

To guide the organization, the following policy statements have been developed:

The RM of Moose Jaw will:

- i. Develop and maintain asset inventories of all its infrastructure.
- ii. Monitor standards and service levels to ensure they meet/support community and Council goals and objectives.
- iii. Maintain and manage infrastructure assets at defined levels to support public safety, community well-being and community goals.
- iv. Establish infrastructure replacement strategies using full life cycle costing principles.
- v. Plan financially for:
 - a. The appropriate level of maintenance of assets to deliver service levels and extend the useful life of asset.
 - b. Provision of stable long-term funding to replace, renew and/or decommission infrastructure assets.
- vi. Where appropriate, consider and incorporate asset management in its other corporate plans.

2.0 BACKGROUND AND PURPOSE OF COUNCIL POLICY

Council has a mandate to provide a wide range of services. 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

Council's vision and goal for the community is to deliver the services that fall under its mandate to land owners, residents and businesses in a cost effective and creative manner.

Through the use of 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 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 organization shall:

- i. 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.
- ii. Integrate corporate, financial, business, technical and budgetary planning for infrastructure assets.
- iii. Establish organizational accountability and responsibility for asset inventory, condition, use and performance.
- iv. Consult with stakeholders where appropriate.
- v. Define and articulate service, maintenance and replacement levels and outcomes.
- vi. Use available resources effectively.
- vii. Manage assets to be sustainable.
- viii. Minimize total life cycle costs of assets.
- ix. Consider environmental goals.
- x. Consider social and sustainability goals.
- xi. Minimize risks to users and risks associated with failure.
- xii. Pursue best practices where available.
- xiii. Report the performance of its asset management program.

Guidelines and Practices

This policy shall be implemented by staff using accepted-industry guidelines and practices and staff 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 (e.g. vulnerability assessments, emergency management).

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 Organization

The context and integration of asset management throughout the organization's lines of business is typically formalized through references and linkages between corporate documents. Where possible and appropriate, Council and staff will consider this policy and integrate it in the development of corporate documents such as

- Capital Budget plan
- Operational plans and budgets (including vehicle and fleet plans and budgets)
- Infrastructure servicing, management and replacement plans, e.g., transportation plans

4.0 KEY ROLES FOR MANAGING THE ASSET MANAGEMENT POLICY

Policies are approved by Council. While staff, 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 Administration
Establish levels of service	Council, Administration and Public Works
Exercise stewardship of assets, adopt policy and budgets	Council
Implementation of policy	Administration and Public Works
Development of guidelines and practices	Council and Administration
On-going review of policies	Council and Administration

Implementation, Review and Reporting of Asset Management work

The implementation, review and reporting back regarding this policy shall be integrated within the organization—Due to the importance of this policy, the organization's asset management program shall be reported annually to Council and implementation of this policy reviewed by Council annually.

Actions	Responsibility
Adopt asset management policy	Council and Administrator
Monitor and review infrastructure standards and service levels at established intervals	Council and Administrator
Develop and maintain infrastructure strategies including development and service plans	Administrator and Public Works

Role	Responsibility
Develop and maintain asset inventories	Administrator and Public Works
Assess infrastructure condition and service levels	Administrator and Public Works
Establish and monitor infrastructure replacement levels using full life cycle costing principles	Administrator and Public Works
Develop and maintain financial plans for the appropriate level of maintenance, rehabilitation, extensions and decommission of assets	Administrator