


Policy No.	1	
Adopted by Council	Month ##, 20##	
Resolution No.	2020-01	
<h1>Municipal Asset Management Policy</h1>		

## 1. Policy Purpose

The Municipality of Village of Grand Manan constructs and maintains a wide range of Assets to provide an acceptable level of services to residents and business owners. To maintain the value that these Assets provide, a coordinated effort is required to plan for the maintenance, renewal and eventual replacement of all Assets. The costs associated with these actions must be balanced against the likelihood and severity of a failure of these Assets. These risks also include the anticipated impacts of climate change.

As a result, the Municipality of Village of Grand Manan is committed to preparing, implementing, and continually improving an Asset Management plan which describes short and long-term strategies for sustainably maintaining and growing our significant portfolio of assets. Asset Management will be a guiding principle which influences decisions at all levels.

## 2. Policy Goals


The goals of this policy include:

- Establish roles and responsibilities of various staff members in Asset Management;
- To demonstrate a commitment towards Asset Management;
- To improve transparency in decision making to community stakeholders by describing the link between strategic planning, budgeting, service levels, and risk management;
- Describe the continued use, updating and improvement of the Asset Management Plan;

## 3. Definitions

**Asset:** Infrastructure owned by the municipality such as facilities, vehicles, and miscellaneous items.

**Asset Management:** A life-cycle cost/benefits approach to effective and optimal infrastructure maintenance & operation, renewal, replacement and construction.

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**Asset Management Plan:** A document summarizing activity associated with development and implementation of Asset Management in the community. This document is to be used as a reference when making recommendations related to budgeting and project planning.

**Level of service:** The level at which the municipality aims to deliver a service to residents.

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#### 4. Council Asset Management Policy Statements

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The following action statements describe activities associated with asset management that the Municipality commits to addressing on a continuing basis:

- 4.1. The Municipality will continue to review and improve the level and quality of information concerning the inventory of assets;
- 4.2. Decision-making must meet the needs of today's population without compromising the standard of living of future generations;
- 4.3. The Municipality will continue to periodically assess the condition of all assets using a recognized method appropriate to that asset type;
- 4.4. The Municipality will continue to review and address the level of risk associated with each asset and asset group and reflect those decisions in the Asset Management Plan;
- 4.5. The Municipality will continue to assess and review the potential implications of Climate Change on the Municipality's Assets and modify the Asset Management Plan accordingly;
- 4.6. The Municipality will continue to evaluate current and target Levels of Service to guide investment and budgetary decisions;
- 4.7. The Municipality will maintain and periodically update the Asset Management Plan in accordance with this policy;
- 4.8. The Municipality will review the priority assets and projects presented in the Asset Management Plan to guide budgetary decisions on an annual basis as a minimum;
- 4.9. The Municipality will continue to pursue opportunities to pursue best practices in Asset Management through networking and seeking out training opportunities for key staff;
- 4.10. The Municipality will continue to meet the Provincial requirements for Asset Management planning;



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### 5. Roles and Responsibilities

Policies are approved by municipal council. While staff, public and other stakeholders may provide input on the nature and content of the policy, municipal council shall retain the authority to approve, update, amend and rescind this policy. The following table presents the roles of council and municipal staff related to Asset Management:

ROLES	RESPONSIBLE PARTY
Implementation of and adherence to this Policy	Administrator and Staff
Maintenance of the Asset Management Plan	Administrator and Staff
Reporting to the Province	Administrator and Staff
Make recommendations to council related to Asset Management	Administrator and Staff
Establishment of target Levels of Service	Municipal council, staff and public
Adoption of Policy and budgets and financial strategies	Municipal council
Maintenance and improvement of Asset inventory and information	Administrator and Staff

### 6. Financial Resources

Maintenance of services in a responsible and sustainable fiscal manner is one of the primary goals of asset management. The Municipality is committed to implementing the recommendations from the Asset Management Plan and developing a financial strategy to address the needs of the Plan.

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### 7. Maintenance of Asset Management Documents

The following timelines shall be respected for maintenance and updating of key asset management documents:

- 7.1. The Asset Management Plan will be reviewed on an annual basis prior to budgeting activities. This update shall be summarized in a notice to municipal council and staff. Update activities to include:
  - Review of spending plan with respect to planned projects and noted deficiencies and make revisions to timelines as required;
  - Identify activities related to asset management which have occurred in the previous year and highlight planned activities for the upcoming year;
- 7.2. The Asset Management Plan will be revised and adopted for each five (5) year period;
- 7.3. The Provincial Reporting requirements will be met on an annual basis.
- 7.4. This Policy will be reviewed on an annual basis and updated/adopted as required;

### 8. Repeal and Adoption

This policy takes effect on the date of its adoption by the municipal council. This Policy replaces all other policies related to asset management.

### 9. Revision History

New Policy – [date]

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Mayor

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Clerk