



POLICY

POLICY No. 2020-062
TITLE: Asset Management Policy

APPROVAL DATE: MARCH 16, 2020

DEPARTMENT: ADMINISTRATION

REVISION DATE: SEPTEMBER 26, 2022

MAYOR: 

CAO: 

Purpose:

The purpose of this Policy is to provide for the effective management of current and future infrastructure assets to ensure safe, reliable and sustainable services to Calmar's residents, visitors, and other parties.

Scope:

Council has a mandate to provide a wide range of infrastructure services. The policy provides guidance to Administration to support Calmar's Strategic Plan with its vision, mission and values. Asset management will be integrated into the organization such to ensure coordination, effectiveness, and sustainability.

Infrastructure assets by nature deteriorate with use and time; by using sound AM practices, Council, staff, and the community can be assured that infrastructure assets will realize the most value, and meet both performance and service levels.

AM practices will ensure that a risk based approach is incorporated into decision making within the Town. In addition, AM practices will enable informed decision making by Council and staff. It will improve decision making, accountability and transparency. It will support a culture where all employees take part in incorporating the AM into the management of the Town's infrastructure assets.

This policy applies to all infrastructure assets owned, operated, and maintained by the Town. These assets include but are not limited to:

- Transportation networks,
- Water systems,
- Wastewater systems,
- Storm systems,
- Facilities,
- and Equipment.

Definitions:

- **Administration** - means the employees of the Town under the direction of the CAO
- **AM** – means Asset Management
- **Asset Management Committee** – means the CAO, the Director of Public Works, the Public Works Foreman, the Director of Corporate Services, and 1 Council member
- **CAO** - means the Chief Administrative Officer of the Town
- **Council** - means the Town of Calmar's Council duly assembled
- **Town** - means the Town of Calmar

Guiding Principles:

The implementation of this policy will be done in accordance with these guiding principles:

Corporate alignment:

Alignment between the policy, asset management, the strategic plan, and the budget will be ensured by reviews and discussions.

Life Cycle Management:

Assets will be managed recognizing the whole of life ownership costs.

Build Organizational Resiliency:

Document policies and procedures to mitigate business risks and ensure core business processes can sustain staff and resource changes.

Community Input:

Develop a framework over time that will enable community input into the development of asset management plans for levels of service target.

Monitoring and updating

This policy will be posted on Calmar's website. It will be reviewed at least once every three (3) years to ensure corporate alignment, best practice, and that the policy meets the needs of the community.

Prioritization

As resources are limited, it will be important to prioritize capital investments for asset maintenance, upgrade, and replacement. In general, Council will follow the following priorities when possible:

1. investment linked to public health and/or legislated requirements
2. investment to preserve assets integrity and/or quality of life
3. investment in assets required to promote town growth
4. investment in assets that will enhance quality of life

Policy Responsibilities:

The implementation of this policy will require the following:

Council responsibilities:

- a) Approve the policy and conduct review as necessary.
- b) Monitor and review infrastructure standards and service levels
- c) Approve the Town's annual budget
- d) Approve the 3 years Strategy/Action Plan

CAO responsibilities:

- a) Work with Council on the adoption and the review of the policy
- b) Monitor and review infrastructure standards and service levels
- c) Direct Administration and the Asset Management Committee to develop the necessary administrative directives and procedures to implement this policy
- d) Ensure compliance to this policy and the implementation of the Strategy/Action Plan

Asset Management Committee:

- a) Develop and implement the Strategy/Action Plan
- b) Develop and maintain asset inventories
- c) Assess infrastructure condition and service levels
- d) Establish and monitor infrastructure replacement levels through the use of full life cycle costing principles
- e) Develop and maintain financial plans for the appropriate level of maintenance, rehabilitation, extension and decommission of assets
- f) Coordinate with Administration, the experts in their respective field, to ensure that all responsibilities are met
- g) Report to Council and citizens on status of the community's infrastructure assets and asset management program

Effective dates:

This revised policy will come into effect on the 26th of September, 2022.